

Position Title: Part-Time Remote Administrative Assistant

Organization: [Western Conservation Leadership Development Program](#)

Location: Remote (US-based)

Position Type: Part-Time (8-20 hours per week)

Hourly Pay Range: \$18 - \$25 per hour (depending on experience and qualifications)

Timeline: Contract through June 30, 2025

Position Overview:

The Western Conservation Leadership Development Program is seeking a highly organized and detail-oriented Administrative Assistant to support our program planning and course implementation. This role will play a crucial part in ensuring the smooth operation of the program by providing administrative and logistical support. The ideal candidate will have experience in administration, strong communication skills, and a passion for supporting conservation and leadership development initiatives.

Key Responsibilities:

- **Program Support:** Assist in coordinating and scheduling courses, webinars, and meetings related to the leadership development program.
- **Communication:** Manage program-related internal communications, including sending reminders, responding to inquiries, and updating participants on program developments as well as external communications, including postings on LinkedIn.
- **Documentation:** Maintain accurate records of program activities, participant information, and feedback via electronic file system.
- **Data Management:** Collect, organize, and analyze data related to program participation and outcomes.
- **Resource Management:** Assist in the creation and distribution of program materials, such as handouts, guides, and presentations.
- **Event Coordination:** Support the planning and execution of virtual and in-person events, including logistics and participant engagement.
- **Reporting:** Prepare reports on program activities, outcomes, and participant feedback for internal and external stakeholders.
- **Other Duties:** Perform other administrative tasks as assigned to support the overall success of leadership development programs.

Qualifications:

- **Communication Skills:** Excellent verbal and written communication skills with the ability to engage with diverse stakeholders.
- **Technical Skills:** Proficiency in Microsoft Office Suite, Google Workspace, and familiarity with project management tools (e.g., Asana, Trello) and virtual meeting platforms (e.g., Zoom).
- **Organizational Skills:** Strong organizational and time-management skills with a keen attention to detail.
- **Self-Motivated:** Ability to work independently and manage multiple tasks simultaneously in a remote environment.
- **Cultural Competency:** An understanding of and commitment to diversity, equity, and inclusion in leadership development.

Preferred Qualifications:

- **Conservation or Non-Profit Experience:** Experience working in conservation or with non-profits or in a mission-driven organization.
- **Leadership Development:** Familiarity with leadership development programs or educational initiatives.
- **Event Coordination:** Experience in coordinating events, especially in virtual settings.

Benefits:

- Flexible working hours
- Opportunity to make a meaningful impact on leadership development in the conservation sector
- Professional growth and development opportunities

To Apply: Please submit your resume, a cover letter detailing your relevant experience, and references to westernconservationldp@gmail.com. Applications will be reviewed until the position is filled.