



November 14, 2024

Office Assistant – Job Posting

The Last Green Valley, Inc. (TLGV) is seeking an engaging and dynamic office professional to build upon and strengthen TLGV's operations to better serve constituents throughout The Last Green Valley National Heritage Corridor. Located in eastern Connecticut and south-central Massachusetts, the Heritage Corridor is green by day and dark by night, a place with a rich history in a surprisingly rural landscape. With 84 percent forest and farm, the Heritage Corridor is the last swath of dark night sky in the coastal sprawl between Boston and Washington, D.C.

This is a part-time, in-person position for 12 hours per week. The employee will work a set schedule but there may be some flexibility depending on the needs of the employee. The hourly rate is commensurate with experience. This position is classified as a non-exempt position and no benefits will be provided.

The successful candidate will have a proven track record and the experience, training and skills to integrate seamlessly as part of the TLGV team. The successful candidate will have a positive, creative, upbeat attitude and believe in TLGV's mission (www.thelastgreenvalley.org). They will be an adaptable problem-solver who is able to work independently as well as part of a team. The successful candidate will have strong interpersonal skills and excellent communication skills. They will be detail-oriented, accurate and discreet in dealing with confidential information.

Responsibilities include:

- Communicate with the public in a polite and courteous manner via email, phone and in person.
- Collect and distribute mail.
- Process incoming checks and online transactions.
- Coordinate outgoing mail, including shop purchases and bulk mailings.
- Accurately enter memberships, donations, partnerships and other transactions into the CRM and acknowledge contributions.
- Maintain general email and phone system mailbox.
- Maintain official TLGV corporate record book.
- Track and purchase general office supplies in accordance with annual budget.
- Maintain postage systems.
- Maintain website calendar.
- Fulfill requests for information about The Last Green Valley.
- Maintain National Park Service passport stamp program.
- Coordinate annual calendar photo contest.
- Collect and compile program attendance numbers for Walktober, Spring Outdoors and other programs as needed.
- Collect and compile annual tourism numbers.
- Assist with other programs as needed.

Requirements:

- High school diploma or GED/Certificate of High School Equivalency.
- Three or more years of professional experience and customer service.
- Proficiency in standard office software including Microsoft Office Suite.
- Proficiency with at least one CRM system; experience with Salesforce is a plus.
- A valid driver's license, a willingness to drive the TLGV Ranger van (Ford Transit) and access to a personal vehicle for work-related travel when the Ranger van is not available. Mileage is reimbursed at the federal rate for personal vehicle use.
- The ability to meet the physical requirements of this position, including but not limited to the ability to lift and carry up to 40 pounds.
- The ability to work 12 hours per week on a set weekly schedule with some flexibility.
- Fluency in Spanish or another language other than English is a plus.

To apply: Please provide a cover letter, resume, two references and your hourly wage requirements by email to Lois@tlgv.org by December 5, 2024. If you have any questions, please email Lois@tlgv.org. No phone calls please.

The Last Green Valley is a National Heritage Corridor – the last stretch of dark night sky in the coastal sprawl between Boston and Washington, D.C. The Last Green Valley works for you in the National Heritage Corridor. Together we can care for it, enjoy it and pass it on!

The Last Green Valley, Inc. is an equal-opportunity employer and does not discriminate on the basis of age, ancestry, color, creed, disability, gender, gender-related identity, marital status, national origin, race, religion, sexual orientation, veteran, or any other status protected under local, state, or federal law.