



TRUSTEES FOR ALASKA

PROTECT | DEFEND | REPRESENT

TRUSTEES FOR ALASKA - OFFICE ASSISTANT

Trustees for Alaska seeks a full-time Office Assistant in Anchorage, Alaska to support our team working to protect a wild and vibrant Alaska where fish, wildlife, and people thrive. We will begin reviewing applications on February 21, 2020, until the position is filled.

The ideal candidate has good office and computer skills, a willingness to learn, and a proven ability to work well with others while managing diverse tasks.

About Trustees for Alaska

Trustees for Alaska is the only Alaska-based nonprofit public-interest environmental law firm, and is essential to the protection and defense of Alaska's lands, waters, wildlife, and people. Alaska is an amazing place — and it needs guardians to ensure it remains that way. For over 40 years, Trustees has provided free legal services, policy advice, and strategic counsel to Alaska Native organizations and tribes, community groups, and local and national conservation groups. Trustees for Alaska addresses environmental problems proactively and collaboratively with our partners. For more information, see <http://www.trustees.org>.

Job Responsibilities

The Office Assistant reports to the Executive Director and is responsible for the following:

- Assistance with office support tasks, such as processing mail, handling routine office matters, and support to the Office Manager;
- Assistance with routine fundraising data management and correspondence;
- Assistance with media tracking and outreach events; and
- Manage reception area.

Working Conditions

We work a 40-hour week, with occasional additional night and weekend hours, in a supportive, dog-friendly office. Trustees offers a competitive non-profit salary, benefit and paid leave package. The legal assistant must be able to lift up to 30lbs, and deliver and pickup documents in downtown Anchorage. The position is based in Anchorage, Alaska.

Qualifications

We seek candidates who are friendly and collaborative. Strong candidates will have:

- Experience with professional office functions;
- Proficiency with office computer software;
- Ability to work independently as well as collaboratively in a team-based environment;
- Ability to manage and meet internal and external deadlines;
- Courtesy and diplomacy;
- Discretion in dealing with confidential information.

Relevant experience is a plus. Salary range is \$40,000-\$44,000, dependent upon level of experience, plus medical, dental, life, long-term disability, and retirement benefits, generous leave policy, and supportive co-workers. Trustees for Alaska is an equal opportunity employer.

How to Apply

E-mail cover letter, resume, and references to Ashley Boyd, Office Manager, at aboyd@trustees.org.