

EMPLOYMENT POSTING

PART-TIME OR FULL-TIME OFFICE MANAGER

Ridgecrest, CA (December 2022): The Desert Tortoise Preserve Committee, Inc. (DTPC), a non-profit conservation organization, seeks a PART-TIME or FULL-TIME OFFICE MANAGER. The Office Manager is responsible for managing the DTPC's administrative office located in Ridgecrest, California. Coordination with other employees, contractors, volunteers and Board members is expected.

The position requires a self-starting, highly motivated individual who will ask questions but also take direction while not requiring daily management. Excellent communication skills, reliability, honesty, patience, integrity, diplomacy, tact, even temperament and courtesy to all are a must.

To submit a letter of interest, resume and references, please e-mail to dtpc@tortoise-tracks.org AND junylee@gmail.com with the subject title of Applications-Office Manager.

JOB DESCRIPTION

The tasks listed below are not necessarily in order of importance. All are important, and other tasks not listed here may be assigned. Depending on the year and season, one or more tasks may assume greater importance or more time than others. An essential part of the position is close coordination with the Interim Executive Director, the Director of Land Acquisition, the officers of the Board of Directors.

1. **Membership development (Approximately 10% of Total Time)**
 - a. Design and implement membership recruitment and retention plans
 - b. Maintain the organization's website and social media accounts
 - c. Oversee the preparation of the DTPC quarterly newsletter, soliciting written articles, photographs, calendar items, fund raising programs and preparing some of the articles. Manage the printing and distribution of the newsletter via email, timely posting on the DTPC webpage, and mailing through the US Post Office and electronic mail.
 - d. Update and manage membership database (see 10b). Ensure mailing list is up to date

2. **Volunteer and Vendor Coordination (Approximately 10% of Total Time)**
 - a. Recruit and train volunteers
 - b. Organize and coordinate volunteers to help with public access, invasive species control, trails plan implementation, and public outreach and monitoring of parcels
 - c. Update and manage volunteer database

3. **Public Outreach and Environmental Education (Approximately 5% of Total Time)**
 - a. Prepare and manage MS Powerpoint presentations
 - b. Conduct public outreach presentations; public speaking ability and comfort required
 - c. Organize and manage public speaker volunteers

- d. In conjunction with other personnel, prepare guides and other materials
 - e. Represent the DTPC on the Friends of Jawbone, Public Lands Roundtable, and other regional community planning groups, as needed.
 - f. Follow the agendas and activities of the Planning Commissions of the California City, City of Ridgecrest, Kern County, San Bernardino County, Inyo County, and any county where the DTPC has property or environmental concerns. The Office Manager will keep the Board of Directors apprised of proposed and anticipated actions that these planning commissions are considering that could impact the DTPC properties or values. The Board will determine if any action, comments, or appearance at the commission meeting is warranted.
- 4. Fundraising Management (Approximately 5% of Total Time)**
- a. Maintain database and schedule of grant opportunities
 - b. In conjunction with other staff, prepare grant applications
 - c. Assist in management of grant budgets, schedules, and implementation
 - d. Attend California Department of Parks and Recreation, Off Highway Vehicle grant meetings, and recommend to the Board grants that the DTPC should apply for, as needed.
- 5. Support to DTPC Preserve Manager / Conservation Coordinator (Approximately 10% of Total Time)**
- a. Assist with coordination of monitoring activities
 - b. Prepare GIS and other maps. Word processing, spreadsheet skills required. Familiarity and demonstrated skill with GIS/mapping is desirable
 - c. Assist with preparation of periodic and annual reports on conservation activities
 - d. Must be willing to get dirty or windblown occasionally. Occasional trips to DTRNA may be required. If dirt roads are a hurdle, this position is not for you. Tolerance of desert heat and freezing temperatures is essential.
- 6. Support to DTPC Board of Directors (Approximately 5% of Total Time)**
- a. Attend meetings
 - b. Assist in preparing materials for board meetings. Assist the Board of Directors with the preparation for and hosting of Board meetings
 - c. Follow up on Board directives
 - d. Manage the annual Membership Meeting and Banquet, including making presentation.
 - e. Attend and support the DTPC at the annual Desert Tortoise Council Symposium
- 7. Support to DTPC Lands Director (Approximately 2.5% of Total Time)**
- a. Track and disseminate email, telephone and mail inquiries about land acquisition and mitigation matters
 - b. Maintain lands database in Microsoft Excel database
 - c. Maintain electronic and paper lands records
 - d. Project management capabilities are essential. (managing fencing contractors, monitoring crews, volunteers, and others)
- 8. Support to DTPC Treasurer and Bookkeeper (Approximately 7.5% of Total Time)**

- a. Prepare property tax exemptions
 - b. Prepare a draft budget for the operation of the DTPC for the review and finalization by the Board of Directors. Once approved, work within the budget constraints and request board approval prior to acting upon any project expected to exceed the budget
 - c. Assist in the preparation of monthly and annual reports, general project administration including contract management, billing
 - d. Support the Treasurer with preparations for the annual DTPC audit
 - e. Report to Earthshare as required
 - f. Track all contracts awarded by the DTPC, insuring that the work is accomplished in accordance with the terms and conditions of the contract
9. **Support to DTPC President, Board of Directors, and Executive Officers and Directors (Approximately 10% of Total Time)**
- a. Provide support as needed
 - b. Prepare and edit correspondence, including the Annual Membership letter
 - c. Prepare reports as directed
 - d. Prepare a written report to the Board of Directors and Interim Executive Director each month summarizing the activities of the DTPC employees, volunteers, contractors, and other community activities
 - e. Assure that reports, documents, and activities required by the Land Trust Alliance are accomplished and the status of the LTA Accreditation is briefed to the Board of Directors quarterly
 - f. Develop the Annual Report to the membership
10. **Daily Administrative Duties (Approximately 35% of Total Time)**
- a. Take and transmit telephone and electronic messages; very important to utilize information resources, or refer caller to the appropriate source, particularly when inquiries about tortoises come up
 - b. Manage mail, distributing it to the appropriate parties; forwarding deposits to the appropriate party or making the deposit, as instructed, sending donor tax letters and thank-you notes
 - c. Keep detailed records of activities and provide a summary each month; prepare for the supervisor a weekly summary of activities and anticipated activities for the next several weeks
 - d. Update membership records, copy and record checks relating to membership, donations, estates, etc. by recording the information and updating the membership database. Employee will prepare and send out letter of acknowledge or postcard, depending on membership or donation value, through the access database. Must be able to use access and properly manage this critical database
 - e. Update property database and files, properly assign charges to the various mitigation accounts
 - f. When directed by the Board of Directors, will be the contracting officer's representative for contracts awarded by the DTPC
 - g. Manage the receipt and filing of all DTPC correspondence, reports, and other documents in accordance with the DTPC file plan
 - h. Maintain a professional and welcoming office

SUPERVISION RECEIVED

The employee will be provided quarterly and annual general and specific objectives, tasks, and specific assignments with completion dates. New tasks may arise at any time, thus causing adjustments to the work schedule. The Board of Directors will assign one person as supervisor, and this person may change within or between years. Various members of the Board of Directors or volunteers to the DTTC may provide training.

EXPERIENCE AND SKILLS

The successful candidate is expected to have demonstrated experience with project management (managing multiple tasks), accounting or bookkeeping skills, and strong speaking and writing skills.

An understanding of ecology, recovery of threatened and endangered species, restoration of habitat, land management and planning, and/or nonprofit management or business are desirable.

Skills in such software programs such as Microsoft Office, Access, Excel, Powerpoint, Accounting software, web management and social media programs, and related programs are essential.

The position is one that demands considerable skill in dealing with people of all types: exceptional courtesy and professionalism to all parties; an ability to take and advocate strong positions with finesse; flexibility in dealing with numerous tasks and emergencies; and common sense.

LICENSES AND CERTIFICATES

- Valid California Driver's License
- Clean driving record
- Credit, background check, and/or drug tests may be requested
- Applicants must be currently eligible to work in the USA and will be required to submit a USCIS Form I-9 along with the documents specified by the federal government.
- Employees are required to be vaccinated for the Covid 19 virus along with available boosters.

PAY RATE AND JOB LOCATION

Hourly rate for Part-time position or Salary for Full-time position is competitive and depends on qualifications and experience. The position is located in Ridgecrest, California.

The Desert Tortoise Preserve Committee's (DTTC) office is located in Ridgecrest, California, a town adjacent to the Defense Department's Naval Air Weapons Station at China Lake and with many scientists and interesting people. The preserves and lands managed by the DTTC are in four areas: the western Mojave Desert, Desert Tortoise Research Natural Area, eastern Kern County, Pilot Knob in the central Mojave Desert on the Naval Air Weapons Station, China Lake, San Bernardino County.; the eastern Mojave Desert in the vicinity of the Mojave National Preserve in San Bernardino County; and the eastern Colorado Desert, Chuckwalla Bench,

south of I-10 in Riverside County. Because of the amount and intensity of office work at certain times of year and attention to two nearby focus areas at the Desert Tortoise Research Natural Area and a site on the Naval Air Weapons Station, the Preserve Manager should plan to live in or near Ridgecrest with easy access to the office.

HOW TO APPLY

To submit a letter of interest, resume and references, please e-mail to dtpc@tortoise-tracks.org AND junylee@gmail.com with the subject title of Applications-Office Manager. Only seriously interested applicants should apply.