



Office Assistant

About Legacy Land Conservancy (Legacy):

Legacy Land Conservancy is an accredited land trust founded in 1971 to protect the forests, fields, wetlands, and rivers of southern Michigan. Serving Washtenaw, Jackson, and Lenawee counties, Legacy's mission is to secure for current and future generations a land base for nature, agriculture, fresh water, and recreation today and forever.

More information: www.legacylandconservancy.org.

Legacy Land Conservancy is an Equal Opportunity Employer.

Legacy seeks to embrace these core values in all our actions: justice, equity, diversity, accessibility, inclusion, trust, relationships, integrity, perpetuity, responsibility, honor, collaboration, science, sustainability, and history.

Legacy is a highly collaborative workplace where we foster an environment of trust, inclusivity, and transparency. We strive for excellence, not perfection. We are passionate about protecting the environment, and understand the critical role we play in mitigating the effects of the climate crisis. While our work is serious, we strive to inject humor, laughter, and joy into our lives. We believe employees are more than workers and that a workplace culture of flexibility, laughter, and meaningful support enhances a healthy life-work balance.

Position Overview: The Office Assistant provides support primarily for the Business Manager and Executive Director (ED) but plays a pivotal role in keeping the whole organization functioning by being a solid presence in the office, keeping office systems functioning, working as a liaison between staff and volunteers, and supporting the Executive Director and the Board of Directors.

Reports to: Business Manager

Hours: Part-Time. Office Hours: 10 a.m.–2 p.m., Monday-Friday.

This is a part-time position with a flexible schedule. Regular availability during standard business hours is expected to support collaboration with staff, partners, and volunteers. While schedules may vary, availability during Legacy's core collaboration hours (generally 10:00 am – 2:00 pm, Monday-Friday) is preferred. Occasional evening and weekend work may be required for meetings, events, and organization activities.

Compensation & Benefits

- Hourly Rate starts at \$17/hour. Legacy sets a nonnegotiable salary to ensure all employees are compensated equitably.
- Employer contribution to an annual Flexible Spending Account of \$250.
- Up to 3% employer match to each employees' 401(k) and/or Roth IRA.

- 12 paid holidays (pro-rata based on hours).
- Accrued, paid personal time off starting at 12 days the first year.

Responsibilities:

- **Office, Technology and Facilities**
 - Provide reception duties while in the office: Be first to answer phones, get mail and greet visitors.
 - Ensure Legacy's physical offices are tidy and presentable, and office equipment and supplies are stocked, inventoried, and functioning smoothly.
 - Manage all service contracts related to the office such as cleaners, office equipment maintenance and pest control, etc.
 - Work with Business Manager to manage and track all keys and codes
 - Become resident expert and manage backend of office systems, including VOIP phone system, video doorbell, alarm system, conference A/V equipment, copy machine, postage meter, etc.
 - Provide support to staff in preparing for meetings and events, including keeping the office calendar and reservation system updated.
 - Assist with Land team's filing after properties close.
 - Maintain promotional materials and assemble packets for distribution at tabling events.
 - Respond to and triage inquiries submitted through Legacy's website forms, routing requests to the appropriate staff.
 - At times, must be able to lift office items (boxes, office supplies, etc.) which could be heavy.
- **Volunteer Coordination**
 - Respond to the volunteer@legacylandconservancy.org email and triage initial volunteer inquiries.
 - Create and help manage Salesforce campaigns for volunteer events.
 - Maintain and track RSVPs related to workdays and other volunteer events.
 - Update the event calendar on Legacy's website.
 - Create waivers for volunteer events.
 - Update Salesforce campaigns to reflect those who attended events and log volunteer hours in Salesforce.
 - Coordinate volunteer office hours and various mailings.
- **Development/Board/ED support**
 - Scan/review obituaries on a weekly basis to update any Salesforce records of deceased persons in our system.
 - Ensure all National Change of Address (NCOA) updates are entered into Salesforce.
 - Print TY letters and updating records in Salesforce to reflect the mailed date.
 - Assist ED to ensure Committee and Board minutes are adequately recorded and filed.
 - Assist in assembling and sending out the Board Packet.
 - Respond to Board Chair requests for logistics or documents needed.
 - Other tasks to support ED as needed.

Key Qualifications:

- 2+ years relevant work experience, preferably in a nonprofit organization.
- Knowledge and experience with Salesforce or another CRM database preferred.
- Proficient Microsoft Office and Google experience.
- Meticulous attention to detail and quality of work product.
- Positive attitude and collaborative communicator.

- Organizational skills, including documents, time and facilities management skills.
- Ability to problem-solve and take ownership of assigned tasks.
- Discretion in maintaining confidential information.
- Aptitude and interest in technology.
- Flexibility, enthusiasm for work and mission, and a sense of humor.

Milestones:

First three months:

- General Legacy onboarding with Business Manager, Director of Finance and Operations, and the Executive Director.
- Review all Legacy policies and the Employee Handbook.
- Meet with colleagues to learn about their roles at Legacy.
- Become familiar with current Office Procedures and SOPs.
- Set up technology needs and familiarize yourself with the digital and physical layout of Legacy.
- Learn the coordination of the Board meetings.
- Assist with volunteer and donor information located in Salesforce.
- Become familiar with Salesforce and assist staff with updating volunteer and donor information.
- Shadow Admin team to various meetings to learn more about the organization.
- Assist Donor Outreach Coordinator with the Volunteer Program.
- Learn the filing system from the Land Protection Director and begin to assist with filings.

Within six months:

- Attend Land Trust Alliance webinars to learn more about land trusts.
- Assist with office move.
- Learn the details of Legacy's 10-year financial sustainability plan

After one year:

- Take ownership of office operations and maintain a smoothly running ship.
- Be able to confidently discuss Legacy's mission with the public.
- Take the lead on in-office volunteer coordination.

How to Apply:

Interested candidates should complete the application [here](#). Qualified candidates will be contacted by email regarding an initial interview. Applications may be submitted through July 5th, 2026, with an anticipated start date of Sept. 8, 2026.

Legacy recognizes that opportunities in the conservation and environmental fields have historically excluded and continue to disproportionately exclude Black and Indigenous people, people of color, people from working class backgrounds, people with disabilities, and LGBTQ+ people. We strongly encourage individuals with these identities to apply.

Legacy is committed to fostering a culture of diversity, equity, and inclusion. We embrace people from all backgrounds, experiences, and viewpoints because we value the collective sum of our individual differences, unique capabilities, and talents. We encourage and support our employees' differences in

age, race, color, ability, ethnicity, family or marital status, sexual orientation, gender identity or expression, language, national origin, political affiliation, socioeconomic status, veteran status, and any other characteristics that make our employees unique.