

Part Time Staff Assistant
Swaner Preserve and EcoCenter, Park City, UT

**SWANER PRESERVE
AND ECOCENTER**
UtahStateUniversity

Organization Information

Swaner Preserve and EcoCenter is a 1,200 acre nature preserve and education center in Park City, UT. It encompasses 800 acres of wetlands, 400 acres of uplands, and a 10,000 square foot LEED Platinum certified “green” visitor’s center. The mission of Swaner is “Preserve, Educate, Nurture.” We aim to preserve the land, educate the community about the value of nature, and nurture both the ecosystem and the human connection to it. Swaner Preserve and EcoCenter is a part of Utah State University.



The staff assistant position requires the performance of a wide range of administrative support duties at the Swaner Preserve and EcoCenter that relate to the operation of the center and its environmental education and conservation programs. This individual must be versatile and well organized with a knowledge of administrative systems, and a zest for running an infallible office system. The person in this position will work 20 hours per week on a pre-defined schedule, although there is some flexibility in the layout of those hours.

The assistant will perform a wide range of duties and responsibilities, including the following:

- Complete standard office duties including phone reception; greeting and assisting visitors; performing data entry; processing forms; maintaining files, databases, and records; ensuring maintenance of office equipment;
- Respond to requests, office visits, telephone calls, emails and correspondence promptly and professionally;
- Carry out register processing and reconciliation and twice weekly bank deposits;
- Assist with marketing and outreach efforts including posting to local community calendars and posting flyers.
- Assist Swaner Staff Assistant and Director with miscellaneous administrative duties as assigned.
- Occasionally assist with Swaner programming as needed, including hosting the exhibit hall front desk and aiding staff in program preparation;
- Assist with Swaner office calendar.
- Assist Development Director with processing donations, donor letters, event planning for fundraising or cultivation events, and taking meeting notes at board meetings.

Minimum Qualifications:

- 4 years directly related office support work experience with increasing responsibilities OR an Associate's degree or certification(s) in a designated field plus 2 years of directly related office support work experience with increasing responsibilities OR a bachelors degree.
- Must be a team player who enjoys working closely with coworkers, visitors, volunteers, and others.
- Self-motivated individual with the ability to work independently.
- Professional work manner.
- Strong oral and written communication skills.
- Superior organizational skills and dedication to completing projects in a timely manner.
- Consistent attention to detail.
- Excellent computer skills and a proficient knowledge of a variety of Microsoft Office suite.
- Must display exceptional human relation skills and be able to pleasantly interact with a wide variety of individuals.
- Willing and eager to learn new things.

Preferred Qualifications:

- Experience managing social media.
- Experience working in a University setting is a plus.
- Proficiency in Spanish is a plus.

Instructions to Applicant

To apply for this position, please visit: <http://usu.hiretouch.com/job-details?jobID=3311&job=staff-assistant-swaner-ecocenter>