

LYME LAND CONSERVATION TRUST
Administrative Support

Position: Support the Executive Director in various admin duties

- Data entry
- Follow up calls to previous members who became members again this year
- Follow up calls to new members
- Contact people who have moved to town to introduce them to Land trust
- Website support – update website as needed
- Data analysis
- Various light administrative help in support of Tour de Lyme

Skills and Qualifications – helpful but not required:

- Knowledge of excel and giftworks
- Knowledge of wordpress – website design
- Ability to work individually and with a team; relate well with our Board, members and public.
- Willingness to carry out the various tasks – a “pitch in” attitude.
- Comfortable talking on phone
- Willingness to learn

Time Requirements: varied depending on task