



Job Title: Office Assistant

Reports to: Senior Director of Operations

Status: Part-Time; 10-15 hours/week

Location: Doylestown, PA (on-site)

Salary Range: \$20/hour

Organization Overview

Founded in 1958 in Doylestown, PA, Heritage Conservancy is a 501(c)3 non-profit and nationally accredited Land Trust focused on preserving the natural and cultural landscapes that make our region special. Heritage Conservancy is a leader in preserving open spaces, farmlands, wildlife habitats, historic sites, and important watershed areas throughout Bucks County and surrounding areas. We are a vital force at the intersection of conservation and community, focused on thoughtful stewardship, innovative land protection, and inspiring public engagement to ensure a lasting legacy for future generations. The future of conservation and preservation is here, and we are eager to work alongside those who want to make a positive impact and ensure the beauty and integrity of our cherished landscapes and historic places.

Job Description

The **Office Assistant** is responsible for supporting the daily operations of Heritage Conservancy and ensuring a smooth and efficient office environment. This role is crucial for maintaining a positive atmosphere, providing essential administrative support, and acting as a key point of contact for various internal and external stakeholders. A willingness to engage in all aspects of the organization including in office, outdoors, and across all departments is a must!

Key Responsibilities

Mail & Logistics:

- Manage incoming and outgoing mail, packages, and shipping
- Coordinate packing and unpacking of supplies for events
- Order and return office and event supplies
- Maintain inventory of office essentials
- Oversee printer and mailroom upkeep

Administrative Support:

- Provide general administrative assistance, including drafting communications and organizing documentation
- Assist with the development, writing, and communication of office policies, procedures, and systems
- Supporting various departments including development, stewardship, education & more

Communications:

- Answer general phone calls and interact professionally with clients and staff
- Communicate with various vendors including IT, grounds, etc.

Event & Meeting Coordination:

- Coordinate event logistics and setup, including arranging A/V equipment
- Set up AV for general meetings
- Coordinate internal meetings and room calendars

Property Management:

- Oversee the usage and tidiness of office rooms and common areas
- Coordinate services and orders for various properties as needed
- Occasionally perform light property work, including weeding, sweeping, pruning, changing light bulbs and batteries

Minimum Qualifications:

- High School Diploma or equivalent
- 1-2 years of work experience a plus
- Experience in an office administrative or support role is preferred
- Excellent written and verbal communication skills
- Proficiency with standard office software (e.g., Google and Microsoft Office Suites)
- Ability to lift up to 20 pounds.
- Willingness to perform some light outdoor work as required
- A proactive attitude and ability to work independently with minimal supervision

Culture and Benefits:

Heritage Conservancy is committed to the overall well-being of its employees offering a variety of benefits including:

- Flexible scheduling
- Opportunity to learn new skills
- A fun and collaborative work environment
- And so much more!

To apply: email a resume and cover letter to Facilities@heritageconservancy.org