



## Administration and Community Engagement Steward

This position supports Operations, Program and Communication leads with day-to-day administrative operations of the KLT and producing the various events that constitute our programming. It includes on-the-ground engagement, promoting the organization's programs and initiatives through direct community interaction, event presence, and in-person outreach efforts.

### Responsibilities:

#### Administrative Support

- Reporting to the Operations lead, this position assists in the following administrative tasks:
- Track financial data (income and expenses)
- Process staff reimbursement requests
- File organization documents with appropriate government agencies
- Support preparation for regular board meetings
- Pick up and process mail
- Other admin support throughout the organization

#### Digital Infrastructure maintenance

- CRM (*Little Green Light*) maintenance:
- Keep constituent information organized and up to date, entering gifts and donor contact information to facilitate accurate donation tracking; specifically, updating addresses.
- Run reports, create forms, coordinate mailings as needed and requested.
- Maintain overall digital infrastructure, including Google Drive frame, online account registrations and subscriptions

#### Event Support

- **Budget management:** track event budgets to ensure expenses are within the allocated resources.
- **Coordination and management:** participate in the event planning process to support those functions that contribute to the success of KLT events, including venue selection, vendor/talent negotiation and event registration.
- **Staff Liaison:** serve as a bridge between event staff and volunteers to ensure smooth operations.
- **Logistics:** handling event logistics, including setup, tear down, and troubleshooting issues that arise.
- **Communication:** Effectively communicating with clients, vendors, and event staff to ensure everyone is on the same page.
- **Compliance:** Ensuring all local, state, and federal safety and health regulations are adhered to.

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- **Post-event evaluation:** Conducting evaluations to assess the success of the event and identify areas for improvement

### **Engagement Support**

- Conduct in-person outreach by distributing flyers, posters, and materials at community hubs, businesses, and events.
- Engage directly with community members to share information about our initiatives and programs.
- Attend local events, markets, and gatherings to promote our work and build relationships.
- Participate in outreach efforts to increase visibility and engagement as part of the organization, as needed.

### **Necessary experience and qualifications:**

- Strong written and verbal communication skills
- Familiarity with Google and/or Microsoft Productivity Suite, particularly documents and spreadsheets
- Understanding of basic database/CRM programs and/or Little Green Light in particular

### ***Preferred* experience and qualifications:**

- Bilingual in Spanish and English
- Firsthand knowledge of the community and geography of our service area
- Experience with Google suite (Google docs, sheets, etc), Slack, and Asana (task management)

**Hours, duration, schedule:** This is a part-time position (15 hrs per week). The work schedule includes flexible regular KLT work weekday hours from 9-5pm as well as KLT events outside of work hours. This position is expected to attend most KLT events.

**Pay:** \$22 per hour

**Location:** City of Kingston, Town of Ulster, and Town of Hurley. In addition to at-home office work, the KLT office in Kingston, where we also have regular meetings, is available for use.

**Deadline to Apply:** April 10th

### **How to apply:**

- Send cover letter and resume to [opportunities@kingstonlandtrust.org](mailto:opportunities@kingstonlandtrust.org)
- We will ask for three professional references after the first or second round of interviews.
- Contact [staff@kingstonlandtrust.org](mailto:staff@kingstonlandtrust.org) with questions about the position or application process

### **Equal Opportunity Employer**

The Kingston Land Trust is an Equal Opportunity Employer that values diversity in all areas of its operations. KLT is committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, gender expression, national origin, citizenship, military or veteran status, the presence of any

sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.