



# THE PACIFIC FOREST TRUST

*Working Forests Work Wonders For Us All.*

## **JOB ANNOUNCEMENT**

### **Administrative Assistant**

*The Pacific Forest Trust*

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Founded in 1993 by a unique group of forest landowners, foresters, business people and leading conservationists, the Pacific Forest Trust (PFT) is dedicated to protecting America's private forests for their public benefits. We focus our direct conservation work in California, Oregon and Washington and engage in policy initiatives and constituency building nationally. Our strategy utilizes market forces to leverage the lasting protection and sustainable management of the world's most commercially valuable forest ecosystems. To date, PFT has provided conservation advice and services to owners of more than 5 million acres of forestland, has established conservation easements on 45,000 acres, and supervises forest management on about 15,000 acres. Based on our innovative and entrepreneurial conservation initiatives, PFT is recognized as a national leader in sustainable forestry and conservation. **Visit our website for further information at [www.pacificforest.org](http://www.pacificforest.org).**

**GENERAL:** Act as receptionist and provide general office support to various departments within PFT. Central to supporting communications flow, database management and organization's logistical needs. Reports to the Office Manager; works on project teams with other staff.

**QUALIFICATIONS** A minimum of two years experience in office administration is required. Qualifications include: demonstrated experience with multi-line phone system, excellent communications skills, time and task management ability, and computer skills, including proficiency with Mac OS, Word, Excel, and FileMaker Pro or other database. Must be able to work well with other employees in a small office environment. This is a great entry-level position for someone interested in forests, conservation, and sustainable management. This is a full time position. Compensation is \$14 - \$16/hour DOE, and includes a comprehensive health benefit package and paid time off.

#### **SCOPE OF WORK:**

- Answering phones, providing basic information and routing incoming calls.
- Receiving visitors, providing meeting and scheduling support.
- Maintaining PFT's contact database. Preparing mail lists and merges.
- Handling incoming and outgoing mail and shipping.
- Maintaining orderly office environment. Purchasing and maintaining inventory of office supplies.
- Providing clerical assistance, including word processing, copying, filing, fax transmission, data entry, accounting assistance, record-keeping, etc.
- Contributing to preparations and logistics for PFT-hosted meetings and events.
- Other duties as appropriate.

**LOCATION:** This position is based at the Pacific Forest Trust's main office in the Presidio of San Francisco, CA. The organization also has offices in Corvallis, OR, Seattle, WA, and Washington, DC.

**SUBMIT RESUME AND COMPENSATION EXPECTATIONS TO:**

The Pacific Forest Trust  
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San Francisco, CA 94129  
sosullivan@pacificforest.org

(Please put Administrative Assistant in the subject header of your email)