# Arizona Land and Water Trust

Administrative Assistant

August 2026 – Open until filled

**About Arizona Land and Water Trust**

Established in 1978, Arizona Land and Water Trust (Trust) is now celebrating its 47th year of operation. Arizona Land and Water Trust protects Southern Arizona's vanishing western landscapes, its farms and ranches, wildlife habitat, and the waters that sustain them. To date, the Trust has permanently protected over 79,500 acres in Southern Arizona.

**This Role**

Reporting to the Executive Director, the Administrative Assistant will work to provide administrative support to Arizona Land and Water Trust as a whole, as well as providing specific integrated fundraising team and consultant support as requested. The Administrative Assistant contributes to the smooth day-to-day functioning of the Trust's office operations and has primary responsibility of reception/front desk duties, triaging phone calls, database entry, donation/payment handling, acknowledgment correspondence, and any other administrative duties as assigned. Like all current staff, the Administrative Assistant will support a variety of efforts, and must be highly organized, detail-oriented, flexible, and have the ability to work independently when required. This position is ideal for someone who enjoys working in a collaborative non-profit organization.

**Key Responsibilities**

- Is present at the office during regular office hours (Typically Monday through Friday from 8:00 a.m. to 5:00 p.m., except when the Community Foundation Campus public entry hours differ).
- Greets visitors who arrive at the office, triages incoming phone calls, distributes physical mail to appropriate office personnel.
- Prepares, processes, delivers and picks up mail.
- Performs general clerical tasks as needed.
- Supports Executive Director in maintaining the physical office space and office materials.
- Maintains the organization's Neon database including; updating new contact information, periodic audits of database to ensure accuracy of information, responsible for all donation and payment entries including checks and online payments, and sending out donation acknowledgement correspondence as required.
- When asked, researches donor prospects, grant-making foundations and sponsorship opportunities.
- Under direction of the Executive Director, provides Arizona Land and Water Trust's consulting accountant with relevant information for financial reporting such as properly coded timecards, expenses and revenue sources.
- Under direction of the Executive Director, and in partnership with others as directed, provides administrative support to ensure timely delivery of Trust communications materials including physical mailings as well as email and social media communications.
- Provides assistance with various organizational events and meetings throughout the year, including landowner workshops, Board and Committee meetings, field trips, and, annual donor events.
- Supports staff at all special events including; managing event sign-up forms and RSVP tracking, setting up and tearing down of event spaces, managing guest lists, and staff and volunteer check in, coordination of post-event follow-up.
- Maintains and distributes all Board meeting minutes as directed by the Executive Director.

**Qualifications**

- A high school diploma is required. A college education is preferred.
- Outstanding written, verbal, and interpersonal communication skills.
- Proficiency in database management is required, experience with Neon preferred.
- Proficiency with Microsoft Office Suite (Word, Excel, Powerpoint, Outlook, etc.).
- Detail-oriented, strong sensitivity to deadlines, the ability to manage multiple tasks, strong organizational and problem-solving ability.
- Ability to work collaboratively with a team.
- Must be able to meet deadlines, be flexible and open to changing priorities and needs.

**Relevant Experience**

- At least 2 years of administrative experience, preferably in a non-profit organization.
- Experience in or familiarity with conservation preferred; alignment with the Trust's values and mission essential.

**Associated Physical Requirements**

- Must be able to meet with work at a desk, operate a computer and office equipment.
- Majority of work hours occur on weekdays between 8 a.m. and 5 p.m. but some evening and weekend meetings may be necessary.
- Able to lift objects weighing up to 50 pounds.

**Compensation and Employee Benefits**

This is an hourly, non-exempt, position based on a 40-hour work week.
Starting wage $20 - $23 per hour, commensurate with skills and experience.
Paid holidays, vacation, and sick leave benefits. Cost-shared medical and dental benefits available, along with a 401(k) plan with employer match and an employer-paid life insurance policy.

Please send cover letter and resume via email to:
Cameron Becker, Executive Director
Arizona Land and Water Trust
cbecker@alwt.org

Up to three references will be requested and checked prior to hiring

*The Arizona Land and Water Trust is an equal opportunity employer dedicated to supporting a highly regarded, collegial and respectful team of high energy professionals.*