

Administrative Assistant Sugarloaf Citizens Association

Overview

Sugarloaf Citizen's Association (SCA) is a nonprofit organization dedicated to protecting and preserving the Agricultural Reserve—the 93,000 acres of northern and western Montgomery County zoned in the 1980s for farming, open space, land conservation, and rural life.

This position reports to the SCA president and supports other board members in their work to fulfill SCA's mission and accelerate outreach to elevate issues affecting the Montgomery County Agricultural Reserve.

Job details

- Contract position 5 to 10 hours per week (20 to 40 hours a month)
- This is a telework position with flexible hours except for required meeting attendance, typically once per month in Dickerson, MD
- \$20 to \$25/hour dependent on skill set

Desired credentials and skills

- Bachelor's degree
- Nonprofit advocacy, environmental justice, sustainability, and agriculture experience
- Strong written and verbal communications skills
- Competent computer skills and website management
- Experience with MS Word, MS Outlook, Excel, Word Press and Mail Chimp
- Ability to meet deadlines and pivot to emerging priorities
- Self-motivated and able to execute tasks independently
- Experience and/or interest in local government affairs and policy
- Familiarity with Montgomery County Ag Reserve issues

Expectations

- Post news and regularly update SCA's website
- Help implement social media strategies and outreach, including but not limited to email-blasts, action alerts, and other news
- Improve and manage membership database, including identifying and managing database for nonprofit best practices
- Engage with county council members' offices on SCA board member's behalf by scheduling meetings and providing follow up
- Assist with board meeting and SCA annual meeting management
- Manage paperwork and farm lease agreements

Send brief cover letter and resume or CV expressing interest to: secretary@sugarloafcitizens.org