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www.sandhillstaskforce.org

JOB ANNOUNCEMENT

Administrative Assistant, Sandhills Task Force

Shelly Kelly, Broken Bow
Executive Director

Ashley Garrett, Broken Bow
Project Coordinator

Location: In or near the Sandhills, Nebraska, United States

Title: Administrative Assistant, Sandhills Task Force

Applications will be accepted until August 28, 2020.

Position Description for the Sandhills Task Force Administrative Assistant

Purpose: The Administrative Assistant is a new half-time (20 hours/week) staff position dedicated to furthering the growth, goal, and objectives of the Sandhills Task Force (STF). The STF is a 501(c)(3) non-profit organization and land trust that is overseen by a Board of Directors composed of ranchers and agency and organizational representatives who facilitate collaborative conservation efforts in the Nebraska Sandhills. The Administrative Assistant will work under the Executive Director and they will work cooperatively with the Project Coordinator to track grant expenditures and associated matching funds, prepare grant reimbursement requests, assist with outreach efforts, and complete administrative tasks.

The Administrative Assistant will be an employee of Nebraska Cattlemen and will report to the STF Executive Director and will work closely with the STF Board.

Location: The Administrative Assistant will work mostly from home, but the location is desired to be in or near the Sandhills. The position will require infrequent travel.

SPECIFIC JOB RESPONSIBILITIES:

- Review grants, specifically for accounting and financial reporting requirements
- Track funding source budgets/balances
- Prepare reimbursement requests for grants and cooperative agreements
- Prepare reports showing remaining funding available
- Compiling required documentation
- Assist with outreach efforts including written articles, flyers, meeting planning, meeting registration
- Participate in trainings
- Perform various administrative tasks as needed

QUALIFICATIONS:

- Experience in Business Administration, Accounting or a related field preferred
- Strong written and oral communication skills
- Proficient in Microsoft Excel and Microsoft Word
- Familiar with Quickbooks and Adobe Acrobat preferred
- Well-organized and detail oriented
- Self-motivated, lots of initiative, eager to learn, able to work with minimal supervision, but willing to ask questions and seek direction if needed
- Professional demeanor

COMPENSATION: Salary based on experience. 20 hours/week. After 1 year of service, employer matched 401k contributions, but no other benefits.

QUESTIONS regarding this position may be referred to:

Shelly Kelly, STF Executive Director by phone at 308-214-0065 or email at shelly@sandhillstaskforce.org

or

Melody Benjamin, STF Board Member by telephone at (308) 760-6464 or email at mberjamin@necattlemen.org

The Sandhills Task Force and the Nebraska Cattlemen are equal opportunity employers.

STF's Vision of the Sandhills:

An intact rolling prairie landscape intermixed with wetlands, meadows, and streams, where diverse native plant and animal life prospers along with robust communities supported by a thriving ranching economy.

Mission of the Sandhills Task Force:

To partner with Sandhill ranchers; local communities, groups, and organizations; and local, state and federal agencies to identify, prioritize, plan, and implement mutually acceptable projects that benefit private ranching, wildlife and vegetative diversity, and associated water supplies.

Goal of the Sandhills Task Force:

To enhance the Sandhill wetland-grassland ecosystem in a way that sustains profitable private ranching, wildlife and vegetative diversity, and associated water supplies.

Additional information about the Sandhills Task Force is available at <http://www.sandhillstaskforce.org/>

How to Apply

Applications will be accepted until August 28, 2020. The application package should include a concise resume of experience including evidence that the candidate meets the required qualifications as listed in this position announcement. Please include three references familiar with the candidate's professional accomplishments.

Candidates may submit their resume, references and cover letter using one of the following methods:

1. By mail or in person to: Nebraska Cattlemen

Attn: Sandhills Task Force

4611 Cattle Drive

Lincoln, NE 68521

2. By email to: kstoht@necattlemen.org