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Mary Reece, North Platte
Rich Walters, Kearney

P.O. Box 482
Broken Bow, NE 68822
308-214-0065
shelly@sandhillstaskforce.org
www.sandhillstaskforce.org

Shelly Kelly, Broken Bow
Executive Director

Ashley Garrels, Broken Bow
Project Coordinator

JOB ANNOUNCEMENT

Administrative Assistant, Sandhills Task Force

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

Title: Administrative Assistant, Sandhills Task Force

Applications will be accepted until May 20, 2022.

Position Description for the Sandhills Task Force Administrative Assistant

Purpose: The Administrative Assistant is a 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 and the Sandhills Stewards 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 the STF 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:

- Manage record of transactions in QuickBooks
- Review grants, specifically for accounting and financial reporting requirements
- Track funding source budgets/balances
- Prepare reimbursement requests for grants and cooperative agreements
- Prepare financial reports for quarterly board meetings
- Compiling required documentation
- Assist with outreach efforts including written articles, flyers, meeting planning, meeting registration
- Create project maps in ArcGIS
- 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 with a range of \$18,000.00 - \$30,000.00 annually for 20 hours/week. After 1 year of service, employer-matched retirement contributions, but no other benefits.

QUESTIONS regarding this position may be referred to:

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

The Sandhills Task Force is an equal opportunity employer.

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 May 20, 2022. The application package should include a concise resume of experience including evidence that the candidate meets both the required qualifications and characteristics of a successful candidate 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 to: Sandhills Task Force, P.O. Box 482, Broken Bow, NE 68822
2. By email to: shelly@sandhillstaskforce.org