Job Opening

Administrative Technician
with Friends of Nevada Wilderness

Location: Northern Nevada Office
Schedule: Flexible 15-25 hours during business week with occasional evening or weekend work for special events
Deadline to Apply: Open Until Filled

Friends of Nevada Wilderness is a statewide conservation non-profit founded in 1984. Friends’ mission is to protect all present and potential wilderness from ongoing threats, educate the public about the values of and need for wilderness, and improve the management and restoration of wild lands.

Main Duties

● Responsible for general filing and data entry for the organization, including financial, personnel, fundraising, and volunteer data.
● Assists with preparation of billing packets for grants by gathering, copying, and filing documents, including timesheets for quarterly billings.
● Supports the team by assisting with grant application and report deadline reminders via Google Calendars, coordinating with each grant point person, ensuring awareness of application or report due dates and format, verifies application/report submission, and reviews reports and applications for accuracy and clarity along with spelling and grammar.
● Serves as the first point of contact for visitors and callers at the Friends of Nevada Wilderness office, and will be responsible for distributing messages and returning general inquiry calls.
● Runs errands – post office, printing pick-ups, copy runs, etc., and purchases general office supplies (non-equipment) like ink/toner, paper and folders, etc.

Skills Required: Intermediate computer skills, including Microsoft Office Suite. Excellent attention to detail. Copy-editing skills highly desired. Ability to sit for up to four hours at a time.

Experience and Education Required: At least one year in an administrative or clerical position.

Compensation: $15-$17 hourly, plus health care stipend, Simple IRA match, and paid time off.

To Apply: Email your cover letter, resume, and three professional references with the subject line ‘Administrative Technician’ to employment@nevadawilderness.org. For position-specific questions, contact Darcy Shepard at darcy@nevadawilderness.org. No phone calls, please.

Friends of Nevada Wilderness is proud to be an Equal Opportunity Employer and is committed to being a place where a diverse mix of talented people want to come, to stay, and to do their best work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.