

C&O Canal Trust Position Description

TITLE:	Administrative Associate
REPORTS TO:	Office Administrator
LOCATION:	Hybrid , in office at C&O Canal National Historical Park Headquarters in Williamsport, MD and telework.
DURATION:	Permanent Employee
HOURS:	Part-time



Overview

Are you ready to bring your energy and skills to help preserve the largest national park in the Washington, DC, region? The C&O Canal National Historical Park (NHP) runs 184.5 miles along the Potomac River from Washington, DC, to Cumberland, Maryland. It is beloved by over five million people who use it annually for recreation, exercise, and the enjoyment of history and nature. Almost entirely fee-free, it is one of the most accessible and visited national parks in the nation, attracting higher annual visitation than either Yellowstone or Yosemite.

The C&O Canal Trust, the official philanthropic partner to the C&O Canal NHP, is seeking an Administrative Associate with a passion for public lands and the nonprofit sector to help build our capacity to provide increasingly robust support to the Park. We are a growing nonprofit that raises funds to preserve and protect the C&O Canal NHP and manages programs that promote the Park's natural, historical, and cultural resources for recreational and educational purposes.

Our role is to engage a community of people — donors, elected leaders, business leaders, recreational visitors, and school children, who understand the value of and support this wonderful national park.

The Position

The C&O Canal Trust seeks an Administrative Associate who will bring a can-do attitude, excellent communication and interpersonal skills, and the ability to manage multiple tasks. The ideal candidate will be able to meet deadlines and have a keen sense of attention to detail. This position provides an excellent opportunity for a person looking to pursue a career in professional nonprofit administration to experience and contribute to all elements of the nonprofit business process.

The Administrative Associate reports to the Office Administrator. The position is based at C&O Canal NHP in a new headquarters building adjoining the Park in Williamsport, Maryland. Trust staff operate under a hybrid model – in office and telework – to allow for on-site collaboration as well as focused telework time.

Duties and Responsibilities

- Accurately records incoming funds, bank deposits, and bill payments.
- Imports data from a variety of sources into QuickBooks.
- Collects data required for statistical reporting.
- Manages distribution and collection of HR forms.
- Assists with the annual audit and preparation for quarterly Board meetings.

All staff members are required to assist with general organization-wide duties and at major events. Moderate weekend work will be required. Compensatory time off is available.

Qualifications

- Associates degree in Business Administration or Accounting.
- 1-3 years of relevant experience, preferably in the nonprofit sector.
- Excellent computer skills and clerical-business machine skills.
- Experience with accrued accounting principles using QuickBooks Online accounting software.
- Technically savvy and able to learn new software.
- Excellent communication skills and exceptional attention to detail.
- Ability to manage multiple priorities and meet deadlines.
- Flexible and self-motivated, able to work both independently and as part of a team.
- Personal qualities of integrity, credibility, and a commitment to and passion for the C&O Canal Trust's mission.
- Desirable but not necessary: IT skills (PC troubleshooting, database management, website design), experience with graphic design software, and Microsoft Office 365 proficiency.

Physical Demands and Safety

Most work is performed in an indoor, office environment. Outside activities will occur with conditions varying by location and environment. The Park includes 184.5 miles along the Potomac River and touches many communities. Travel to a variety of locations will be required.

Travel

The main work location will be at the Trust offices in the C&O Canal National Historical Park Headquarters in Williamsport, Maryland. Occasional travel to locations throughout the Park will be required. Mileage reimbursements are offered.

Salary Range and Benefits

This is a part-time position that pays \$18-\$22 per hour for an average of 20 hours per week. Benefits are not offered for part-time positions. For the right candidate, this could become a full-time position in the future. We offer a fun and casual work environment.

To Apply

For priority consideration, please submit a cover letter and resume to Jane Neff, Office Administrator, at jobs@canaltrust.org by January 14, 2024. Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust go to www.canaltrust.org.

Equal Employment Opportunity

The C&O Canal Trust is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.