

## **Friends of Hopewell Valley Open Space Job Description**

### **FoHVOS Program Assistant**

#### **Job Overview:**

The FoHVOS Program Assistant provides support for outreach activities (print and social media), volunteer management, event planning and execution, and fundraising projects. The role includes general administrative duties such as organizing programs, handling email/phone inquiries, filing, and recordkeeping. The Program Assistant will report to both the Executive Director and the Operations Manager.

#### **Key Responsibilities:**

- Provide organizational and administrative support for programs, including preparation of materials and recordkeeping.
- Support marketing efforts to promote the vision and mission of the FoHVOS including social media, website updates, newsletter, and special events, including graphic design and other media
- Work with student interns to expand social media presence and provide support for internship activities.
- Provide office management support including phone/email/mail correspondence, assistance with large mailings, contacting vendors and partners and meeting scheduling.
- Assist FoHVOS Outreach Manager with fundraising outreach to members, renewal reminders, donor acknowledgements, and tribute card implementation. Utilize customer relationship management software to organize and maintain database and provide specialized reporting.
- Support FoHVOS conferences and special events by maintaining attendee records, managing sponsorships, and performing administrative tasks.

#### **Qualifications:**

- Ability to work both independently and with a team.
- Efficient communication skills and excellent reliability and time management.
- Aptitude for outdoor activities
- Some weekend and evening hours are required.
- Knowledge of Microsoft Office Suite, Google Apps, general admin software and excellent social media skills are imperative.
- General knowledge of Hopewell Valley, Trenton, Ewing and Lawrence areas is helpful.
- General knowledge of land preservation and FoHVOS parks and trails is helpful.
- Valid Driver's License required. Ability to lift 25 pounds is preferred.

Interested candidates may send resume and cover letter to [info@fohvlos.org](mailto:info@fohvlos.org).