

# The School of Lost Borders

## Administrative Support Role

The School of Lost Borders is seeking an experienced, consistent, and skilled person to work collaboratively with the current SOLB admin team to support on-going program success and organizational development.

This position supports both the Netkeeper and the Hearth Tender positions and reports to both parties, depending on current tasks and projects.

This position may be carried out remotely. We are currently in an extended organizational restructuring, this position is new and will be dynamically evolving based on the needs of the organization and the capacity of the person who is hired.

We anticipate main areas of responsibility including:

- Donor and participant database management (Little Green Light)
- Website support (Word Press)
- Providing organizational support and tracking systems for operational tasks such as annual outfitter permitting, insurance renewal, guide certifications, program packets, etc.
- Program Accounting Support
- Team-based, collaborative strategizing

Additional responsibilities may include:

- Inbox management
- Offering additional coverage and support for other positions as needed
- Fundraising support
- Social media
- Various research projects
- Other emergent administrative tasks
- Office Phone Response

The position requires someone who is detail oriented with strong organizational capacity and ability to collaborate and communicate within a dynamic organization and community. Since this is a remote opportunity, this position also requires someone who is able to be self-directive and work independently while communicating necessary information to other admin. Such a person would ideally feel aligned with the mission of the School, a small non-profit that has been involved in offering transformative nature-based programs for the past forty years. The successful candidate is someone who understands, or is willing to learn, the culture of the School, values connection to nature, enjoys working collaboratively with a loose network of guides, and is willing to listen deeply to others and the needs of the School.

The School of Lost Borders offers 33 programs a year in California, New Mexico, Arizona, Colorado, and Washington. 21 guides currently serve the school, with additional folks stepping in as guest guides on various programs. We are envisioning change and potential program development in the coming years.

The current center for many of the School's programs is located in Payahuunadü (Big Pine, CA). Please review our website at: [www.schooloflostborders.org](http://www.schooloflostborders.org)

## ESSENTIAL QUALIFICATIONS

- Relevant professional expertise
- Excellent people skills, including flexibility, active listening, patience, and the capacity to engage in complex, interpersonal conversations.
- Ability to multitask while also being detail oriented and maintaining accuracy.
- Self-directive, efficient, and collaborative.
- Knowledge of various software platforms and applications such as Excel, Dropbox, Google Drive, Wordpress, Trello, etc., and willingness and ability to learn additional new technologies and become proficient.
- Integrity, and commitment to the School's core mission and a willingness and flexibility to work with unknowns in the midst of an organizational transformation.

## PREFERRED EXPERIENCE

- Prior participation in a School of Lost Borders Program(s)
- Database Management experience

This part time position will start at 10 hours per week with the potential to flex based on need, as well as the potential to increase in the future. We are seeking someone who is able to commit to working with us consistently as we solidify our foundation and turn towards future organizational initiatives. Please do not apply if you do not have the availability or consistency to commit to a longer-term vision.

## SALARY AND BENEFITS

- \$25/hr
- Flexible Schedule
- Paid Time Off
- Additional benefits to be discussed upon hire

To apply please send a resume and a thoughtful cover letter with your application to [school@lostborders.org](mailto:school@lostborders.org) by Sunday November 5th.

The School of Lost Borders is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age, citizenship status, disability status, genetic information, sexual orientation, or gender identity or expression of an otherwise qualified individual, or membership in any other class protected by applicable law. The School of Lost Borders hires and promotes individuals on the basis of their qualifications for the job to be filled.

The School seeks to build a culturally diverse and pluralistic staff committed to a multicultural workplace where differences are valued and respected.