

**Borderlands Restoration Network**  
**Job Description**  
**Development and Administrative Assistant**

Summary Description

This position plays a critical role in supporting the implementation of initiatives and services that generate financial support for, and broad community acceptance of, the work of BRN and its partner entities.

Reports to: Development & Communications Officer

Geographic Location

This position is based in Patagonia, AZ. Employee must live in the Patagonia vicinity or close enough to be physically in Patagonia throughout the work week and occasionally for some weekends when important development and/or communications activities are scheduled.

Duties and Responsibilities

1. Provides staff support to the BRN Development Department, including maintenance of the Donor Management System; maintenance of filing systems, and production and distribution of correspondence;
2. Provide general support and materials for visitors;
3. Supports implementation of policies and procedures to manage development and communications;
4. Assists in the development and implementation of web-based, print and broadcast components of BRN's outreach and public information efforts;
5. Assists in the completion of routine office management tasks:
  - a. such as filing, phone message distribution, mail collection and distribution, ordering supplies,
  - b. grant paperwork filing support,
  - c. data entry for Development and bookkeeping systems,
  - d. meeting scheduling and organization,
  - e. and other accounting and clerical assistance to Bookkeeper and Administrative Director as requested.
6. Models the collaboration that is a hallmark of BRN operations.

Requisite Education and Experience

1. High School diploma or equivalent; college degree preferred.
2. Proficient in MS Office and Google Suites.
3. Experience working in a nonprofit environment highly desirable.
4. Spanish language skills a plus.

How to Apply: Email a cover letter and resume to [kpeake@borderlandsrestoration.org](mailto:kpeake@borderlandsrestoration.org)