



Columbia Land Trust

Job Title:	Administrative Coordinator
Location:	Vancouver, Washington - Onsite
Starting Salary:	\$26.46 – \$28.45 per hour or \$55,043-\$59,172 annually
Reports To:	Chief of Staff
Duration:	Full-Time, 40 hours per week
FLSA Status:	Non-Exempt
Apply By:	May 29, 2026

Columbia Land Trust is seeking an **Administrative Coordinator** to join its team!

About Us

Columbia Land Trust is dedicated to conserving and caring for the vital lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In our first 30 years, Columbia Land Trust has permanently conserved more than 60,000 acres and restored thousands of acres across our ecologically diverse region, for the benefit of both wildlife and communities. Today, the Land Trust is nationally recognized as a leader in conservation and locally appreciated as part of the communities where we live and work.

At Columbia Land Trust, we often talk about our impact in terms of a science forward-approach to lands, waters, and wildlife. However, just as important is how we work, through building and maintaining strong relationships. We set ambitious long-term goals that we know are only achievable by living up to our commitments to support more equitable conservation through diverse collaborations and thoughtful land management practices. We strive to ensure that all our employees, colleagues and partners feel a sense of belonging, and that their contributions to achieving our mission are valued. Columbia Land Trust is an equal opportunity employer and committed to building a workforce that fosters this sense of community, appreciates and includes more voices and cultures, inspires conservation achievement, and gives space for personal growth.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington. Additional Land Trust offices are in Astoria, Oregon, and White Salmon, Washington. This position will be primarily based out of our Vancouver office. For more information, please visit www.columbialandtrust.org.

Summary

This position is responsible for providing administrative support for the Land Trust organization and its three locations (Vancouver, White Salmon, and Astoria). The role intersects primarily with the administrative functions including Facilities, Finance, Human Resources, and Information Technology. They also provide general office and other support services to all Columbia Land Trust departments and the Board of Directors by performing the following duties.

Essential Duties:

- Administrative:
 - Support operational policies, procedures, and systems which include maintaining records for office space, rental agreements, office-related contracts, phones, computer equipment, company credit cards, office keys, vehicle fleet, and safety equipment.
 - Serve as the main point of reception for phone calls, in-person visits, and deliveries.
 - Schedule and coordinate meetings as needed. Assist with staff functions and events such as Board meetings, staff parties, and team retreats.
 - Coordinate annual insurance review with the Chief of Staff, ensuring risk and needs assessments are performed. Maintain insurance records, certificates, and coordinate claims.

- Facilities:
 - Oversee office operations to maintain an effective environment across all locations, including monitoring, organization, and maintenance of supplies, equipment, and space.
 - Serve as liaison with landlords, office vendors, and utility companies regarding maintenance requests, facility issues, and contracts.
 - Research, price, and purchase of office furniture and equipment as needed. Arrange and receive these deliveries.
 - Maintain lease agreements and rental adjustment schedules.
- Finance:
 - Manage invoice processing, check distribution, and input payments into financial database for utilities and other department specific expenses.
 - Track monthly corporate credit card statements.
 - Assist in developing and tracking organizational budgets for shared and administrative expenses.
 - Prepares scheduled utility expense audit.
- IT:
 - Act as primary contact and facilitator for IT contractors to identify organizational needs.
 - Perform on-site technical tasks and assist staff with inquiries, issues, and troubleshooting.
 - Coordinate purchasing, distribution, and maintenance of all staff and office computer equipment.

Qualifications

Columbia Land Trust seeks applicants with skills and experience in some of the listed tasks or similar work. Training will be provided to ensure qualified candidates can safely and effectively perform the job. Accommodation may be available for individuals with disabilities to enable them to fulfill essential job functions.

Required Skills & Experience

The following are representative of the knowledge, skill, and/or ability needed to perform the duties of the job. Some experience with one or more of the following is preferred, with some training available to help build existing skills to reach the skill level needed. Both professional and personal life experience will be considered.

- One or more years in an office or administrative role.
- Proficiency in computer software tools: Office Suite, Adobe, Zoom, or similar programs.
- Literacy in Microsoft 365 environments including SharePoint, Teams and OneDrive.
- The ability to pay close attention to accuracy and precision in work tasks.
- The ability to organize and maintain an effective and efficient work environment.

Salary and Benefits

Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is **\$55,043—\$71,557** annually. Based on our internal equity review and candidate's qualifications, the estimated starting salary will be **\$55,043 – \$59,172** annually, depending on qualifications and experience.

The Land Trust benefits package includes:

- Paid vacation
- Holidays
- Sick leave
- Health and dental insurance premiums for three quarters to full-time employees
- Voluntary benefits include Section 125 - FSA and long-term disability
- A match (up to 5% of annual salary) to our 401 (K)-retirement plan
- Cell phone reimbursement

Application Instructions

To be considered for the **Administrative Coordinator** position, please email your resume, a cover letter highlighting relevant experience and how you would contribute to our team and mission, and a list of three references to **jobs@columbialandtrust.org**.

We will not contact your references without notifying you first.

Mailed applications can be submitted to:

Columbia Land Trust
850 Officers Row
Vancouver, WA 98661