



Administrative Assistant

Position Summary

The administrative assistant supports the work of Willow-Witt Ranch and The Forest Conservation Burial Ground. The assistant reports directly to the owner of the Ranch and the Business Manager and works in concert with the Operations Director and other employees of Willow-Witt Ranch. This position involves direct customer contact through tours, assistance in burial planning and coordination, and may involve participation at and assistance with burials, and support for grieving families.

Willow-Witt Ranch and The Forest Conservation Burial Ground, located in the expanded Cascade-Siskiyou National Monument near Grizzly Peak, sit at nearly 5,000' elevation. In addition to the green burial cemetery, this 445-acre property, stewarded for conservation and ecosystem health since 1985, features a campground/event space, farm stay accommodations, a certified organic farm, a pet cemetery, and working forests. The land is also home to The Crest, an educational nonprofit cultivating the connection between people and nature through Outdoor School, school field trips and summer camp programs.

This position requires the ability to pass a background check, a valid driver's license and auto insurance, a reliable vehicle, and driving on a mountain roads approximately 30 minutes from Ashland. Carpooling may be available. A predictable and regular schedule is expected, with exceptions for burials, special events, back-up support for fellow staff, and may involve occasional weekend work.

Willow-Witt Ranch is a non-smoking/non-vaping property and a drug-free workplace.

This is a 0.75-1 FTE on-site hourly position offered at \$20.00-\$22.00/hour DOE. There is potential for increased hours.

This position is open immediately. The position will be open until filled with priority given to applications received by March 25, 2024.

Core accountabilities

- Operational activities include monitoring and responding to emails and phone calls, assisting with sales and marketing, on-line banking and sales, light bookkeeping, records management, and quality checks on electronic and paper records organization. It also includes maintenance of databases, digital and paper files, monthly-to-quarterly newsletter production and social media posting and assisting with planning and development of new programs.
- Guiding private and group tours of the cemetery
- Assisting families and funeral directors with planning and coordination for burials
- Coordinating with staff for guests and burials
- On-site marketing through direct guest contact and Farm Store set-up
- May include attending and assisting with burials.

Qualifications

- Excellent oral and written communication skills with high degree of professionalism.
- Meticulous attention to detail at all levels of work, with a high degree of accuracy.
- Sound judgment and discretion when handling sensitive and confidential information.
- Flexibility to adjust to changing demands; demonstrate ability to manage multiple projects simultaneously in a fast-paced environment with little direct supervision.
- Comfort and ease with families from all communities and walks of life.
- Ability to attend and contribute to weekly all-staff meetings.
- Proficiency with Microsoft Suite, Zoom, online file storage (Google Workspace, Dropbox) social media posting, QuickBooks, Square, CRM programs, and Mailchimp is desirable.
- The ability to learn new software (Plotbox Cemetery Management System) and operate independently with the support of procedure documents is mandatory.
- Minimum of 2 years administrative assistant or related experience.
- This position requires the physical ability to use stairs, operate typical office equipment such as phone, computers, and printers, sit at a desk for extended periods of time, and occasionally lifting of up to 50 pounds.

Personal Characteristics

The ideal candidate is highly organized and skilled in the administrative responsibilities listed above, is passionate about conservation and stewardship of the natural environment, is interested in green (or natural) burial, is comfortable discussing death and burial and offering support to grieving families. The candidate will be team- and community-oriented, efficient, and self-directed, willing to learn, will demonstrate attention to detail and follow through, and will possess the mental, physical, and emotional capacity for this work. The candidate must be a reliable and competent team member and able to work effectively alone.

To apply:

Submit a cover letter, resume, and references to info@willowwittranch.com. No phone calls, please. Initial interviews will be via Zoom. Second interviews, when offered, will be onsite at Willow-Witt Ranch. A short writing sample will be requested of applicants offered a second interview.

www.willowwittranch.com www.theforestconservationburial.org www.forestpetcemetery.org

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