



Otsego Land Trust

The mission of Otsego Land Trust is to conserve our natural heritage of woodlands, farmlands and waters that sustain rural communities, promote public health, support wildlife diversity and inspire the human spirit.

POSITION TITLE:	RECORDS SUPPORT SPECIALIST
LOCATION:	Cooperstown, New York
STATUS:	Temporary Part-time (24 hrs. per week, Tuesday, Wednesday, Thursday)
DURATION:	October 4, 2022- December 22, 2022 (12 weeks)
HOURLY WAGE:	\$15-17 per hour
POSTING DATE:	September 13, 2022
APPLICATION DEADLINE:	September 27, 2022

Responsibilities: The Records Support Specialist is a 12-week temporary part-time appointment to assist with the internal audit of land conservation records. The position entails reviewing and documenting digital and archival hard copy records of conservation easements held in perpetuity by Otsego Land Trust. The position requires a high degree of organization, attention to detail, and the ability to work systematically with minimal supervision.

The Records Support Specialist will work in collaboration with and report to the Director of Public Lands and Partnerships. Working hours for this position are Tuesday, Wednesday, and Thursday from 9:00 a.m. to 5:00 p.m.

- Conduct an internal audit of approximately 60 conservation project files, using checklists and spreadsheets;
- Verify proper filing of hard copy archival documents and scanned electronic documents;
- Flag working drafts and redundant documents for secure disposal;
- Tabulate, compile, and report on audit results;
- Assist in scanning, filing, and uploading documents to Otsego Land Trust's office network and the conservation software program.

Qualifications

- Active interest in the mission and goals of Otsego Land Trust;
- Strong verbal and written communication skills;
- Demonstrated organizational skills with clear attention to detail;
- Ease and competency with MS Office, particularly MS Excel;
- Ability to follow instructions, understand procedures, and meet performance deadlines.

Resumes and cover letters may be submitted by e-mail as PDF files to Marcie@otsego-land-trust.org or mailed to

Otsego Land Trust
P.O. Box 173
Cooperstown, New York 13326

Otsego Land Trust is an Equal Opportunity Employer with a commitment to diversity, equity, inclusion, and justice.