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SITKA COMMUNITY LAND TRUST | **CREATING LASTING, AFFORDABLE HOME OWNERSHIP OPPORTUNITIES**

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### **Community Land Trust Seeks Admin Assistant**

Part time; Pay: \$25-\$30/HR DOE; Place: Your home office, Sitka

#### **Required Skills:**

- Computer: Knowledge of general accounting principles with demonstrated proficiency in QuickBooks also MS Office.
- Multitasking: manage several projects and deadlines in a timely manner.
- Interpersonal Skills: practices empathy, active listening, and adaptability when communicating with colleagues and the public.

#### **Tasks: More details can be found in full job description**

- Admin - Light bookkeeping, prepare monthly board packets, file reports.
- Records - Manage filing systems, bank accounts, databases, homeowner fees.
- Projects - Educate and pre-qualify prospective home buyers.
- Public Relations - Maintain website and social media, manage public events.
- Other tasks as assigned by supervisor.

If interested send the following: cover letter, resume, and three references with contact info to [sitkaclt@gmail.com](mailto:sitkaclt@gmail.com).

For questions, please call Randy Hughey at 907-738-2999.  
Full job description is available upon request.