



Blanco County Conservation Initiative  
P. O. Box 1355  
Johnson City, TX 78636  
[www.bccitx.org](http://www.bccitx.org)



Selah, Bamberger Ranch Preserve  
2341 Blue Ridge Drive  
Johnson City, TX 78636  
[www.bambergerranch.org](http://www.bambergerranch.org)

## **Part-Time Administrative Coordinator**

**Organization:** Blanco County Conservation Initiative (BCCI) and Bamberger Ranch Preserve

**Location:** Blanco County, Texas (primarily remote with occasional local meetings/events)

**Hours:** Up to 20 hours per week

**Contractor position**

This position will serve both organizations for up to 10 hours each per week.

### About BCCI

The Blanco County Conservation Initiative is a volunteer-led nonprofit dedicated to protecting the natural landscapes, working lands, water resources, and rural heritage of Blanco County, Texas. As the organization grows, BCCI is seeking its first part-time Administrative Coordinator to help strengthen day-to-day operations and support our volunteer Board of Directors.

### Position Summary

The Administrative Coordinator provides core operational support to an all-volunteer board. This role focuses on essential “behind-the-scenes” administrative work that keeps the organization organized and functioning smoothly, while also assisting with outreach and events.

The ideal candidate is organized, proactive, and comfortable working independently. Ideally, this person aligns with our mission and can support sharing it throughout the community. Over time, the role may expand to include additional fundraising support and grant assistance.

### Key Responsibilities

#### **Administrative & Operations**

- Maintain and organize BCCI’s contact and constituent database
- Manage digital files, records, and shared organizational documents
- Track administrative tasks and organizational deadlines

#### **Board & Committee Support**

- Coordinate logistics for & support board meetings & committees meetings

#### **Communications & Outreach Support**

- Assist with newsletters, social media & website posts
- Support outreach to landowners, partners, and community members across Blanco County

#### **Events & Community Presence**

- Assist with logistics for events and meetings
- Manage outreach booth materials and supplies (inventory, organization, and restocking)



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## About Bamberger Ranch Preserve

Selah, Bamberger Ranch Preserve is a 5,500-acre ranch in Blanco County, Texas, whose habitat restoration journey began 53 years ago. We teach ethical land stewardship — by example and outreach. We offer seminars for landowners and serve as a research lab for botanists, zoologists, and other scientists. We provide hands-on science classes and nature camps for school children. Our public tours and workshops attract birdwatchers, photographers, and animal and plant enthusiasts. Bamberger Ranch Preserve tells a story of hope: given the chance, nature can heal itself. Nature can heal us.

## Key Responsibilities –

### **Administrative & Operations**

- Administrative support for Executive Director and other staff members
- Data entry and management of constituent database
- Assistance in event planning and logistics
- Bookkeeping support

### **Potential Growth Areas**

- Membership coordination and donor tracking
- Grant research and grant writing support
- Fundraising and campaign assistance

## Ideal Candidate for This Position

- Highly organized and detail-oriented
- Self-directed and reliable in a remote work environment
- Strong written communication skills
- Comfortable supporting volunteers and working with community members
- Interested in conservation, land stewardship, or rural community issues

## Compensation

Hourly compensation is \$20/hour.

## To Apply

Please submit one resume, statement of interest, and 1–2 references to Bill Sisak [bill@bccitx.org](mailto:bill@bccitx.org).