

Administrative Coordinator

Do you love spreadsheets? The Northcoast Environmental Center is looking for a highly-organized, detail-oriented, numbers person who wants to put those skills to work supporting the advocacy of this 50-year old environmental organization.

- **Work Schedule:** Monday - Thursday 10am - 4pm (some evenings and weekends)
- **Hours Per Month:** Up to 24 hours/week
- **Starting Pay:** \$20/hour

Position Description: The Administrative Coordinator is a dynamic, goal-oriented professional who will assist the Executive Director of the Northcoast Environmental Center (NEC) through office management, bookkeeping, fundraising, event planning and organizational capacity building. This is a half-time position with good potential for expansion based on funding availability.

Responsibilities: The Administrative Coordinator is a member of the NEC staff working closely with and under direction of the Executive Director. The Administrative Coordinator will oversee the day-to-day operations of the NEC, assist with staff management, remain confidential in all aspects of the position, and recognize fundraising opportunities to support the mission of the NEC through events, major donor development, membership, and grants.

Qualifications:

1. Strong aptitude for numbers and budgets. Knowledge of Quickbooks is a plus.
2. Highly computer literate, including proficiency with google drive, shared file management, word processing, and spreadsheet software.
3. Ability to remain flexible and prioritize multiple tasks and deadlines, plus work both independently and as part of a team.
4. Dependable and strong attention to detail.
5. Interest in conservation and environmental issues, community organizing and activism.
6. Able to lift 25 lbs and sit/stand for a long period of time.
7. Vaccinated

Duties Include:

- Assist with payroll, bookkeeping, billing and invoicing;
- Assist with meetings by facilitating, compiling agenda packets, and taking minutes;
- Tracking grant income and expenses;
- Managing member database;
- Fundraising, including seeking grant funding;
- Day to day office work, including answering phones and processing mail.

Application Instructions:

By November 10th email cover letter, resume, references, and schedule of availability to carolineneemail@gmail.com.