

Detailed Job Duties

Manage the NEC Office Administrative Operations:

- Pick up daily mail & route incoming mail to the appropriate board member or staff;
- Work with Outreach Coordinator to process all donations;
- Place all invoices received to be paid in 'Bills to Pay' file for further processing, coding each invoice to the appropriate Quickbooks account;
- Answer incoming phone calls, return phone calls as directed or route phone message to appropriate staff or board member;
- Initiate business correspondence and file business correspondence in appropriate paper and/or electronic file;
- Maintain electronic calendar of all events and all local, state & federal reporting requirements;
- Initiate office supplies inventory and purchasing and other office related needs;
- Handle miscellaneous errands as needed.
- Work with IT contractors to troubleshoot issues and to ensure that all computer systems are functioning properly for staff, board members and volunteer usage.

Bookkeeping and Billing

- Process all donations and enter them in Civi. Run all credit card donations, including monthly donations and those received through mail, capture on-line donations in a timely manner, and gather monthly credit card donation information, placing in appropriate Google file;
- Upon receipt of monthly bank statement, ensure that all debit card expenditures have been listed on cash/debit/check log and add to log if not already on it. Also, using printed monthly credit card donation information, break out type of credit card donations (monthly, contributions, events) on bank statement for bookkeeper to input into QuickBooks. Make copy for our records;
- Ensure that all bills, timesheets and bank deposits are processed and paid/made in a timely manner;
- Backup as needed, preparing invoices for payment by bookkeeper, recording cash/in cash out information sheet & preparing and making bank deposits
- Ensure adequate funds are available in NEC bulk mail and postage due accounts at Arcata Post Office prior to mailing of EcoNews and fund appeals;
- Prepare, using QuickBooks, EcoNews billings/invoices for member group pages, billings/invoices for member group (Audubon & CNPS) mailings to their memberships not NEC members and EcoNews sponsorship invoices. Send out prior duplicate invoice if not paid;
- Prepare, using Quickbooks, in January, yearly billings/invoices for NEC member groups.
- Track all grant income and expenses, bill funders as appropriate. Work with ED to ensure that all grant deadlines and requirements are met.

Assist Executive Director in Coordinating NEC Staff, Interns and Volunteers

- Assist staff with office/administrative tasks;

- Participate in weekly staff meetings and individual check-in meetings with staff to provide input, answer questions, help with problems, etc.;
- Assist ED in training of new employees, interns and volunteers, and developing work plans.
- Send timesheet & bi-monthly achievement reports (5-15s) reminders

Personnel

- Update employee handbook before January 1 of each year using CalChamber online manual builder

NEC Membership and Major Donor Communications

In partnership with the Outreach Coordinator, receive cross-training to support the development of NEC membership and major donor communications.

- Update member and donation database, respond to donors & membership renewals (thank you postcards or letter) when staff is not available;
- Update member group mailing list in database (Audubon & California Native Plant Society);
- Create and send out of year-end tax letters to all NEC donors who contribute \$250 or more in a timely manner prior to January 31;
- Create and sending out of year –end thank you letters to all monthly donors
- Develop relationships and communicate with major donors;

Coordinate Board of Directors, Committees and Organizational Needs

- Maintains all Board of Directors Records, including but not limited to: current and accurate board manual with current by-laws and all other relevant documents such as signed Board Service Expectations Forms, Board Biographies, and Executive Committee Members Job/Duty Statements;
- Ensure that all licenses, registrations and required filings are current and up to date for the State of California, County of Humboldt and City of Arcata working with staff if payment is needed and maintaining due-date calendar.
- Compile meeting packets for Ex Comm, Board and committees, working with the Executive Director and Board President on agendas ensuring all required reports are included; soliciting agenda items 2 weeks in advance and sending the agenda packet 1 week in advance of the meeting;
- Participate in meetings, assist with note-taking and facilitate meeting as needed;
- Serves as support staff for Board committees, including the Finance, Board Development Committee, Tech Committee, Personnel Committee, and Executive Committee;

Fundraising and Development:

- Coordinate NEC fundraising events and activities such as, but not limited to, film nights, house parties, Coastal Clean-up, Bird-A-Thon, and volunteer activities;
- Seek foundation grants to support the work of the NEC.