



Job Announcement - Finance and Office Administrator

Wild Earth, a 501(c)3 not-for-profit organization founded in 2004, engages thousands of people in the Hudson Valley region (NY) each year in empowering nature immersion programs with inspiring mentors and instructors. Through our engaging programs, Wild Earth reaches toward our vision that each and every person has the opportunity to explore, play and learn in nature, while building strong connections to themselves, each other and the Earth.

Our Mission

Wild Earth leads transformative nature immersion experiences that cultivate character, confidence, passion and perseverance in New York's youth.

Wild Earth is Hiring!

Now 15 years old, the demand for Wild Earth's programs is growing quickly, especially those focused on engaging and improving the outcomes for youth from underserved schools and communities. We are excited to meet this growth by expanding and strengthening our administrative and instructing team.

The Big Picture

Reporting to the Finance & Operations Director and working within a small family of six directors and administrators, you will be helping to maintain financial records, provide human resources support to all employees, and coordinating the flows of information and communication within the office. In this role, you will also be providing regular administrative support to the Executive, Fundraising, Communications and Finance & Operations Directors. Like everyone at Wild Earth, it is your job to ensure that the mission and values of Wild Earth come through loud and clear in every communication with our colleagues, customers, parents, program partners, and donors.

Essential Duties and Responsibilities:

Finance and Bookkeeping:

- Receive all payments and manage accounts receivable
- Pay all invoices/bills and manage accounts payable
- Reconcile monthly organization-wide credit cards
- Payroll processing and benefits administration
- Process all expense reimbursements to employees and board members
- Process all organizational donations and reconcile monthly
- Assist Finance & Operations Director with other bookkeeping responsibilities, as needed

Administrative Assistance:

- Process all donor acknowledgement correspondence
- Support camp registration during peak times and vacation



- Provide administrative support to communications director for all Wild Earth events
- Process, package and ship all retail sales and maintain inventory of goods
- Basic website updates
- Provide other administrative support, as needed

Office Management:

- Provide in-person and telephone reception, and respond to general email inquiries
- Manage and organize filing, records management and storage
- General office management, including ordering office supplies, keys, scheduling cleaning, etc
- Basic office tending (coordinate others in maintaining a clean office environment)

Experience and skills:

- Working knowledge of Word and Excel, familiarity with CRM software
- Experience with basic bookkeeping, or love numbers and are excited to learn!
- Comfortable answering the phone, responding to email and social media communications
- Ability to provide kind and clear customer service to the general public
- Personal and professional commitment to equity and racial justice
- Extremely well organized, detail-oriented, and are comfortable managing deadlines
- Independent worker who can juggle and prioritize multiple tasks simultaneously
- Willingness to say "I don't know" and able to ask for help
- Comfortable with ambiguity, graceful under pressure, and able to alter your plans to meet organizational priorities
- Ability to manage confidential information
- Confident and direct, a superb collaborator and communicator
- Experience with Wordpress a plus

Hours: 40 hours/week. Generally Monday-Friday, 9am-5pm with some flexibility.

Compensation: \$30,000 - \$40,000/year plus benefits.

Deadline to apply: March 22, 2019. Ideal start date is May 1, 2019. Send cover letter and resume to jobs@wildearth.org.

Equal employment opportunity and having a diverse staff are fundamental principles at Wild Earth, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.