



Job Announcement - Program Administrator

Wild Earth leads transformative nature immersion experiences that cultivate character, confidence, passion and perseverance in New York's youth. Since our founding in 2004, Wild Earth has engaged thousands of people in the Hudson Valley in empowering nature immersion programs with inspiring mentors.

The Program Administrator has outstanding organizational and communication skills, excellent attention to detail, and an understanding of nature-based programs. The Program Administrator is often the initial point of contact with parents and our ideal candidate has a particular facility with interpersonal connection over the phone and email, as well as in person. The Program Administrator works closely with the entire Wild Earth team.

Foundational Role (15%): This is the part of our job that upholds the mission, communication and values of our work. Some examples are staff meetings and retreats, professional development, JADE (justice, access, diversity and equity) learning and engagement, and attending Wild Earth programs.

Special Projects (5-10%): Special Projects are key initiatives that support the culture and organizing of Wild Earth. Some examples are curriculum writing projects, policy creation, and retreat planning.

Core Role (75-80%):

- Answer phone and email inquiries in a friendly, warm, punctual fashion.
- Provide day-to-day administrative support for all programs.
- Manage staff and participant records using a Salesforce CRM, including hiring, staffing, and attendance.
- Oversee editing, formatting and distribution of program communications.
- Update and maintain confidential records and files for programs.
- Manage programmatic calendars by scheduling and tracking important tasks and deadlines.
- Provide administrative support to various directives and initiatives.

Experience and skills:

- Excellent written and verbal communication skills with attention to detail.
- Experience using CRM systems. Salesforce experience is a plus.
- Comfortable prioritizing, planning workflow, and managing many projects simultaneously.
- Dynamic interpersonal skills and the ability to collaborate with all staff.
- Must be punctual, reliable, well organized and proactive.
- Proficient in Slack and Google Workspace - especially Calendar, Sheets, Docs.
- Bilingual abilities are a plus.

Hours: 40 hours / week with five hours of built in flex time, Monday-Friday at our office in High Falls.

Compensation: \$40,000 / year plus benefits, including health insurance, retirement, and paid time off.

Deadline to apply: May 28, 2021. Start date is July 19. 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.