



## **Job Announcement – Administrative Coordinator**

Wild Earth nurtures the development and empowerment of youth by fostering reciprocity with nature, cultivating regenerative practices, and uplifting equity and environmental justice.

The Administrative Coordinator plays a key role in supporting general administrative tasks and working alongside the administrative team to support the day to day operations of Wild Earth. This position requires strong communication skills, data and technology proficiency, and an ability to perform a wide range of administrative support tasks in a timely manner with attention to detail.

Wild Earth operates within a participative leadership decision making model. As employees, we participate in this structure through clear communication channels, organization-wide gatherings, and by working together in committees that are pertinent to our expertise. We believe that collective input informs our very best decision making.

**Foundational Role (15%):** Our foundational roles as team members uphold the mission, vision, and values of our work. We achieve this through staff meetings and retreats, professional development and training opportunities including JADE (justice, access, diversity and equity), internal communications, and administrative responsibilities.

### **Core Role • Essential Duties and Responsibilities (85%):**

#### **Office & Program Administration**

- General office management, including ordering office supplies, keys, scheduling cleaning, and maintaining the office calendar.
- Serve as a public-facing representative of Wild Earth and respond to phone calls, general email inquiries; vet and direct incoming inquiries
- Support incoming and outgoing mail correspondence, such as printing and mailing donor thank-you letters, supporting mass mailing for year-end Annual Appeal, other correspondence
- Support camp registration and process camp payments
- Support data entry associated with registration, participant notes, donations and other payments
- Provide support for Wild Earth events and programs as needed
- Process, package, and ship all retail sales and maintain inventory of goods



- Maintain inventory of program communication supplies and materials
- Maintain office equipment, including copier, phones, internet and computers
- Assist with filing, record-keeping and storage
- Provide administrative support for all programs, various directives and initiatives
- Support distribution of program communications

### **Core Skills**

- Extremely well organized, detail-oriented, and are comfortable managing deadlines
- 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
- Proficiency in Microsoft Office Suite, Google Professional for Business Administration
- Resourceful and strategic thinker, able to prioritize and work independently and support circles/teams across the organization
- Ability to interface and maintain relationships with donors, participants, staff, and other stakeholders across the organization
- Ability to manage confidential information
- Confident and direct, a superb collaborator and communicator

### **Bonus Skills**

- Fluency in Spanish a plus

**Hours:** 25-30 hours / week, Monday-Friday, with some optional weekend responsibilities. This role is located at the Wild Earth office in High Falls, NY.

**Compensation:** \$25,000 - \$30,000 annually plus benefits, including health insurance, retirement, program discounts, and paid time off.

**Position open until filled. Ideal start date is November 1, 2023.** Send a cover letter and resume to [jobs@wildearth.org](mailto: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.*