

INDIAN RIVER LAKES CONSERVANCY

Coordinator of Administration Job Description

Position: Part Time

The Administrative Coordinator of the Indian River Lakes Conservancy is appointed by and reports to the Executive Director.

- ❖ On a day to day basis (s)he will work primarily with and for the Executive Director. The Administrative Coordinator is responsible for a wide range of administrative and communications functions that directly impact the efficiency and effectiveness of the IRLC. The Coordinator will have significant responsibility for the continued development and implementation of the following programs and activities:
 - As the Administration Coordinator, (s)he will be responsible for a range of administrative activities designed to support and enhance the IRLC's ability to operate effectively and efficiently.
 - This person will help ensure that the IRLC has appropriate administrative and control policies and procedures in place and operates in a manner consistent with those policies and procedures in order to be compliant with Land Trust Alliance Standards and Practices, with the requirements for Land Trust Alliance Accreditation, and with relevant state and federal regulations.
 - This person will be involved in compliance, regulatory and grant recordkeeping, monitoring and reporting, donor and member database, financial records, scholarship awards, and will serve as the Recording Secretary at Board meetings.
 - This person will play a major role in the IRLC's re-accreditation preparation while working closely with our Executive Director, coordinating the internal review process, managing remedial actions, and interacting with the Accreditation Review Team.
 - This person will answer phones, take memos, and greet guests at the IRLC headquarters in a cordial manner.
 - This person is responsible for office automation and networking, printers, conference calls, ordering office supplies and IRLC publications.
 - This person will be responsible for all paper-based and email communications to include newsletter layout, assembly, production, bulk mailing, and bulk emailing to include newsletters, event invitations, etc.
 - This person will serve as the administrator for IRLC's Google for Nonprofits account.
 - This person should be tech-savvy with experience and knowledge of Microsoft Office programs, Paypal, DonorPerfect, Gmail, Adobe InDesign, Illustrator, Photoshop, and Acrobat.
- ❖ The IRLC's Administrative function is focused on achieving the following primary goals: First, to improve operating procedures and compliance with Land Trust Alliance standards and practices, while increasing operational efficiency and effectiveness within the organization. The second is to ensure incoming contacts and correspondence are passed through the Executive Director and on to the appropriate staff members, board members, committee members, and volunteers to strengthen the IRLC's ability to provide leadership and service regarding conservation and education programs as well as recreational activities in the ecologically unique and important Indian River Lakes area. Lastly, the Administrative Coordinator will play a crucial role in IRLC's database management and mailings, strengthening our ability to establish the strong enduring level of public involvement through membership, volunteerism and eventually fundraising that will be necessary for the Indian River Lakes Conservancy to become a truly sustainable organization.

To Apply: Email a letter of interest, resume, and three references to jwhuffman@indianriverlakes.org with "Administrative Coordinator Search" in the subject line. No calls please. Application review begins October 16.