



## **Position Available Administrative Coordinator**

### **Position Summary**

The Countryside Conservancy is now seeking applications for a key staff position: Administrative Coordinator. Applications are due not later than Monday, May 16, 2016.

The Administrative Coordinator reports directly to the Executive Director, and has primary responsibility for managing several critical organizational support functions: Office operations, IT/computer services, financial records, and personnel records.

The Administrative Coordinator serves as a critical member of a small, busy, close knit, interdependent team of Program Managers.

The Countryside Conservancy is a private, non-profit corporation headquartered in Cuyahoga Valley National Park, and working to rebuild community-based farming and food systems across Northeast Ohio. Prior knowledge and experience related to farming and food issues, while useful and desirable are secondary to the technical, managerial, and interpersonal skills emphasized below.

### **Responsibilities & Qualifications**

#### **Executive Director Support**

The Administrative Coordinator serves as the Executive Director's key assistant for producing electronic and/or hard copies of important correspondence, memoranda, brochures, press releases and grant proposals. Excellent typing and page layout skills are required; as well as proficiency in Microsoft Office Professional 2007 (Access, Word, Excel, Outlook, and PowerPoint).

The Coordinator assists the Executive Director in preparing monthly and quarterly status reports on organizational programs and finances for the Board of Trustees, as well as informational packets for meetings of the Board. The Coordinator attends Board meetings and records official minutes.

#### **Financial Records Management**

The Administrative Coordinator manages financial activities and records for the entire organization: Accounts payable/receivable, bank deposits, check reconciliation, and financial reporting. Experience with QuickBooks is required.

#### **Office Management & Support**

The Administrative Coordinator oversees all general office support for the entire organization: Equipment, supplies, technology, procedures/policies, travel arrangements, meeting arrangements/supplies, expense tracking. Requires flexibility, problem solving, attention to details, multi-tasking, interpersonal/communication skills.

### IT/Computer Support

The Administrative Coordinator serves as the Countryside Conservancy's staff go-to person for information technology trouble shooting and maintenance (server, wireless router, and computers). The Coordinator teaches and supports executive and program staff, and acts as liaison for outside technical support. The Coordinator has primary responsibility for maintenance of the organizational website. Significant IT experience/skills are required.

### Critical Personal Qualities & Skills

The Administrative Coordinator will need excellent planning and organizational skills, ability to prioritize workflow and schedule, self motivation, ability to work independently, discretion in dealing with confidential information, act as a team player – and, a positive, courteous, respectful manner when interacting with constituents, volunteers, and staff.

### **Experience, Work Schedules & Salary**

Undergraduate degree and 3-5 years experience in business/office management is preferred.

The Administrative Coordinator is a full-time salaried position. Typical work weeks are 40 hours, Monday-Friday mostly at the Countryside Conservancy offices. Additional hours, evening and weekend work are expected from time to time usually off-site. Some weekly local travel (reimbursed) is required. Beginning salary is \$33,000-\$37,000, plus health care and retirement benefits.

### **Application Process**

Persons wishing to apply for this position should submit a letter of interest and resume (including 3 professional references) by May 16, 2016 to:

Darwin Kelsey  
Executive Director  
Countryside Conservancy  
2179 Everett Road  
Peninsula, OH 44264