



Position

Administrator

0.5 FTE, with potential to expand (funding dependent)

Position Summary

Reporting to the Steering Committee and working closely with the Coalition Facilitator, the Administrator will oversee staff, provide program support, and advance the operations and overall health of the organization.

Responsibilities

Administration:

- Communicate regularly with Facilitator regarding organization and program needs
- Ensure that Coalition internal policies and procedures are followed and kept updated
- Serve as an ex-officio member of the Finance Committee
- Manage Coalition records, external contracts and other agreements , including but not limited to insurance policies, employment records, grants, reports and other documents as directed by Steering Committee
- Oversee employee recruitment and retention, including recommending merit or other compensation increases to Steering Committee
- Supervise employees, including annual performance reviews conducted in partnership with an Executive Committee representative. If necessary, take disciplinary action (up to and including termination), in consultation with Steering Committee
- Other duties as assigned

Fundraising:

- Explore, respond to, and apply for grant opportunities. Manage grant reporting and other requirements from funding entities.
- Work with Facilitator to develop local relationships to earn new opportunities
- Serve as an ex-officio member of the Development Committee
- Assist with planning, logistics, and evaluation of major Coalition events

Communications:

- Respond to requests to the Coalition received via email and postal mail
- Assist Facilitator with development of Coalition communications
- Serve as an ex-officio member of the Communications Committee
- Compile annual reports and other recurring reporting documents

Required Qualifications

- Strong commitment to sustainability, including diversity, equity and inclusion
- Excellent organizational and management skills
- Past experience working effectively as part of a team
- Strong written and verbal communications skills
- Successful experience in grant writing and event coordination
- Demonstrated ability to be creative and flexible
- Ability to work independently and be self-directed

Preferred Qualifications

- Working knowledge of the Sustainability Coalition and its mission
- Experience with nonprofit management
- Public presentation and public speaking skills and experience

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to remain in a stationary position for prolonged periods of time
- Ability to exchange accurate information in conversations, meetings and at presentations
- Occasional moving of objects weighing 15-25 pounds
- Occasional work in close proximity to groups of people
- Some evening and/or extended hours
- Some travel to multiple sites

Salary: **\$30.00 / Hour**