



Coastal San Luis Resource Conservation District

1203 Main Street, Suite B, Morro Bay, CA 93442
805-772-4391 | www.coastalrcd.org

Job Announcement Administrative Coordinator

Background

Resource Conservation Districts (RCDs) across California serve as local hubs for conservation, connecting people with the technical, financial, and educational assistance they need to conserve and manage natural resources. RCDs help landowners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. Coastal San Luis Resource Conservation District (CSLRCD) staff are concurrently involved in restoration, planning, and resource management projects across coastal San Luis Obispo County, protecting and enhancing natural resources through education, restoration, and collaboration with local stakeholders. Interested applicants should visit CSLRCD's website at www.coastalrcd.org for more information on current projects.

Position

This position will report to the Executive Director and will assist with a broad range of tasks that support the backbone of the organization, primarily focusing on fiscal administration, general administration and supporting meetings of the Board of Directors. The Administrative Coordinator will work closely with the Accounting and Grants Manager. The position is full time, 40 hours per week, non-exempt and hourly with opportunities for remote work. We will train you in our systems and procedures.

Primary Duties and Responsibilities

The Administrative Coordinator will provide support in the following areas:

- Fiscal administration (55% of time)
 - Assist with accounts payable
 - Assist the Accounting Manager with invoice scanning
 - Create spreadsheets when needed
 - Help with maintenance of grant binders
 - Assist with bank reconciliations
 - General accounting duties, as needed
 - Process checks that arrive via mail

- General administration (45% of time)
 - Schedule and coordinate meetings, take meeting minutes
 - Receive and manage mail, answer phones and distribute messages
 - File and organize hard copy and electronic documents
 - Track, order, maintain, and/or manage office supplies
 - Maintain office equipment, e.g. copier/printer, Wi-Fi
 - Assist with communication efforts, including newsletter, web page and social media
 - Manage document storage process, equipment inventory and records retention
 - Assist with special projects, e.g. updating policies and procedures, ordering equipment
 - Assist with safety program and training

- Public Meetings (5% of the time)
 - Prepare and distribute Board of Directors meeting materials, attend meetings, prepare draft meeting minutes, post documents on website
 - Support Executive Director with Board of Directors needs such as annual training, ethics forms, etc.

- Other duties as assigned

Applicant Qualifications

- Can-do-attitude and an eye for detail
- Critical thinker and problem solver
- Solid administrative skills, with the ability to learn new software quickly and efficiently
- Proficient skills with Microsoft Office (excel, word, PowerPoint) and Google Suite (shared drive/folders, email).
- Experience with Adobe Acrobat, email and remote meetings
- Experience with social media (Instagram & Facebook); Canva; and website platforms is desirable but not required
- Excellent communication skills (verbal and written) and ability to communicate effectively with internal personnel, vendors and the public
- Ability to maintain a positive business demeanor with multiple priorities and short deadlines
- Ability to work as part of a team, as well as individually and at times with minimal supervision
- Ability to ask for help when needed
- Knowledge of QuickBooks is desirable, but not required

Compensation and Benefits

Financial compensation will be \$22 -\$25 hourly based on experience. Generous paid-time off (in lieu of paid holidays), optional 3% contribution to a simple IRA, sick leave (accrued at the rate of one day per month), and professional development opportunities. You will be part of a fun, fast-paced positive worked environment with excellent coworkers.

Application Information

To apply, email cover letter, resume and three or more references to jszeliga@coastalrcd.org. Please include "Administrative Coordinator" in the subject line. Applications submitted any other way; e.g. online platforms will not be considered. Applications will be accepted on a rolling basis until the position is filled.

CSLRCD is an equal opportunity employer