Open Position: Administrative Coordinator

Northern Virginia Conservation Trust (NVCT) is seeking an energetic, part-time Administrative Coordinator to support general office operations in accordance with our mission and strategic plan. NVCT is a growing regional land trust that conserves parks, open space and nature throughout northern Virginia, at the doorstep of our nation’s capital. The organization is becoming the region’s leader in creating an interconnected system of green spaces and nature preserves and is working to ensure that all urban and suburban residents of Northern Virginia live close to and have access to parks, trails, or protected natural areas.

General Position Description:

The Administrative Coordinator sets the tone for the entire organization and is involved with all aspects of operations. The candidate is responsible for providing a full range of administrative support to the Executive Director and other members of the Land Trust’s board and staff, and has significant interaction with landowners, vendors, and donors. Responsibilities include but are not limited to: arranging and preparing materials for meetings, answering phones, preparing correspondence for mailings, ordering office supplies and selected office equipment, and other duties as assigned. This is a great opportunity to experience the fields of environmental protection, nonprofit financial management, and organizational communications, all while having opportunities to be outside in nature. This position is part-time with an expectation of 20 hours per week in the office.

Responsibilities:

External Customer Service:
- The candidate will manage incoming calls to NVCT and convey to each caller an enthusiasm for our mission, and a positive, friendly, can-do attitude while supporting and representing NVCT at community events. They will become familiar with our members, donors, board members, and work of NVCT, as well as develop and maintain positive relationships with vendors necessary to support NVCT’s print and media needs, IT, office supplies, printers, and other office equipment.

Event Support:
- The candidate will help staff outreach events in the community as well as provide support for special events including donor/volunteer appreciation events and other fundraising initiatives.

Financial Transaction Support:
- The candidate will receive mailed payments and invoices and prepare deposits and receipt of revenue from other sources such as wire transfers.

General Support:
- The candidate will collect, open and distribute office mail daily; order office supplies and anticipate staff needs; become familiar with the features and maintenance of office equipment; arrange meetings as requested, including room reservation and any food service needed; maintain administrative filing; actively participate in weekly staff meetings to improve efficiency;
be bold in suggesting and implementing (as approved) process improvements to streamline administrative work of the office and enhance the general public’s experience when they contact NVCT; and other related duties necessary to ensure smooth running of office.

**Fundraising Support:**
- The candidate will prepare mailings for membership renewal and new member initiatives, and acknowledge all financial contributions (gifts, memberships, etc.) to NVCT in a timely manner.

**Qualifications:**
- Administrative support experience strongly preferred.
- Organized and able to manage multiple priorities and projects at once with strong attention to detail.
- Outgoing, professional and friendly personality with the ease to meet new people and quickly earn their confidence.
- Willingness and ability to work with people from diverse backgrounds.
- Flexible self-starter who likes working with others and loves personal interaction.
- Passion for and commitment to diversity, equity, and inclusion in all aspects of life and specifically towards accessibility for all in outdoor spaces.
- Confidence to try new things, expand existing programs, and not be afraid to fail.
- Dependable and reliable with a composed demeanor and professional appearance.
- Able to exercise good judgment, including discretion, when identifying and resolving problems.
- Love of the outdoors and an interest in conservation is a plus.

**Required Skills and Experience:**
- Strong computer skills, including multi-year experience with selected Microsoft Office applications, particularly Word, Excel, Outlook, PowerPoint and Publisher.
- Experience with database platforms such as Constant Contact or Little Green Light.
- Significant analytic ability to support collecting, organizing, and evaluating materials and data.
- Strong attention to detail and time management to ensure accuracy of all documents and tasks.
- Excellent written and speaking skills.
- Driver’s license.

**Reports to:** The Executive Director

**Working conditions:**
- Office based work with occasional driving to nearby vendors as needed.
- Opportunities for some remote work and flexibility depending on the situation.
- Minimal but occasional evening and weekend work expected.
- Office is located on the second floor of a building without an elevator. Meetings are held on both floors of the building and employee must be able to move between both floors carrying materials up and down stairs.

**Application:**
Submit resume and cover letter by **August 11**th to Alan Rowsome, Executive Director, at jobs@nvct.org. No phone calls, please.

NVCT is an equal opportunity employer who welcomes candidates of all ages and backgrounds to apply for this position.

We Are Committed to Inclusion, Diversity, Equity, and Accessibility. Just as biodiversity is the key to a thriving ecosystem, human diversity is the key to protecting Northern Virginia. Success depends on people from diverse backgrounds, cultures, ethnicities, identities, and races taking action collectively. Clean water, air, and a safe environment are our shared rights as human beings, and increasing diversity is our duty as an organization.