

Job Ad

Administrative Coordinator with Friends of Nevada Wilderness



FRIENDS of NEVADA WILDERNESS

Location: Northern Nevada Office with rare travel throughout the state (2-4 nights annually)

Schedule: Flexible 40 hours during traditional business hours with rare evening and weekend work (6-12 evenings/weekend days annually)

Deadline to Apply: September 18, 2019

Friends of Nevada Wilderness is seeking an Administrative Coordinator to join our northern Nevada office to keep us organized as we care for and defend America's public lands in Nevada. This key position supports all staff members through record-keeping, data entry, and front office support.

Main Duties

- Responsible for financial, grant, and personnel file maintenance by gathering, copying, and filing documents from staff members to ensure all files are complete and audit-ready.
- Edits grant documents and outreach materials for clarity, grammar, format, accuracy, and consistency.
- Maintains Grants and Agreements Calendar and Campaign and Outreach Calendar in office and on Google Calendars.
- Leads on greeting visitors and answering the telephone and ensuring messages are distributed.
- Assists with membership data entry, reporting, and thank you notes.
- Runs errands – post office, printing pick-ups, copy runs, etc., and purchases general office supplies (non-equipment) like ink/toner, paper and folders, etc.
- Participates in major northern Nevada events, including Earth Day and the Wingding Volunteer Appreciation Party.

Skills Required: Intermediate computer skills, including Microsoft Office Suite, with advanced Excel skills highly desired. Excellent written and oral communication skills. Ability to represent organization professionally at front desk and on phone. Extreme attention to detail and ability to copyedit others' work. Ability to sit for up to four hours at a time.

Experience and Education Required: At least two years of experience in an administrative or operations role. Grant writing or management experience preferred, but not necessary. High school diploma or GED required.

Compensation: \$30,600.00-34,700.00, dependent on experience and education, plus generous benefits packaging including 100% company-paid health premiums and long-term disability premiums, IRA match, and paid time off package including 12 annual Holidays, 12 accrued Vacation Days, and 12 accrued Sick Days.

To Apply: Email your cover letter, resume, and three professional references with the subject line 'Administrative Coordinator' to employment@nevadawilderness.org. For position-specific questions, contact Darcy Shepard at darcy@nevadawilderness.org. No phone calls, please. We will be reviewing applications after the closing date and contacting the strongest applicants at that time.

Friends of Nevada Wilderness is proud to be an Equal Opportunity Employer, and is committed to being a place where a diverse mix of talented people want to come, to stay, and to do their best work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.