

Position Start Date: Immediately

Job Title: Administrative and Programmatic Coordinator

Company: The Envirolution, Inc.

Location: Reno, NV-flexible work schedule with in-office and remote work duties

Pay Rate: \$21-\$25/hr depending on experience

Reporting Relationship: Co-Executive Director

Classification (Exempt/Non-Exempt): Non-Exempt

Call to Action: Are you interested in gaining professional experience, collaborating with passionate, innovative professionals and making a lasting impact on a growing nonprofit by helping inspire and engage our future generation? Join the Envirolution team as the Administrative and Programmatic Coordinator and make a lasting impact that you can be proud of! The Administrative and Programmatic Coordinator oversees the organization's administrative and operational duties and assists with programmatic efforts that are instrumental in the sustainability and growth of Envirolution.

Mission: Envirolution is a 501 (c)(3) nonprofit organization dedicated to developing dynamic K-12 education, youth leadership engagement, and community outreach programs focused on energy efficiency, sustainability, and Science, Technology, Engineering, Art, and Math (STEAM) career opportunities. Established in 2007 and based in Reno, Nevada, Envirolution's mission is to *inspire and empower the next generation of leaders and workers who will drive the growth of a sustainable economy*. Envirolution's programs serve teachers, students, and community members throughout Nevada by providing them with the training, resources, and experiences needed to engage in quality education and workforce development focused on STEAM, sustainability, and energy efficiency.

Position Description:

The Administrative and Programmatic Coordinator is an instrumental member of Envirolution and oversees the organization's administrative and operational duties and will also assist in supporting programmatic efforts. This is the ideal position for those who want to learn about and support a growing nonprofits operations while also being able to assist in the development and expansion of its programs. This individual will maintain a positive office atmosphere and be responsible for ensuring that the Envirolution office is functioning smoothly and efficiently by implementing ongoing office activities and providing additional administrative support for Envirolution staff and the board of directors. This person will work closely with our HR / staffing agency, help onboard new employees, and will work with the Co-Executive Directors on additional activities as needed. The individual will also be responsible for assisting Program Managers with planning, organizing, implementing, and reviewing on-going activities related to Envirolution's various programs.

Administrative Responsibilities:

- Assist accountant and bookkeeper with the following:
 - Keep transaction log updated by staff by confirming information is complete with correct donor, class and details, including receipt uploaded to drive.
 - Maintain receipts, donor, and chart of accounts related to purchases
 - Print checks for incoming invoices and reimbursements
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- Maintain the organization's contracts with consultants and coordinate with bookkeeper to process invoices and payment
- Uphold, carry out and update company office procedures including standard operating procedures. Write standard operating procedures as necessary and communicate changes to staff. Report any updates or pertinent issues that need addressing to the Co-Executive Directors.
- Work with outside HR / staffing agency and Co-Executive Directors to facilitate, coordinate and maintain office and organizational policies including the hiring and onboarding for new employees and AmeriCorps members.
- Assist development team with management and communication with grantors, including paperwork, reporting, and recognition.
- Responsible for filing and completing nonprofit paperwork and requirements on an annual basis.
- Organize and complete various clerical tasks as needed (file papers, answer phone calls, organize and order supplies, scan invoices, distribute incoming mail and assist the team with outgoing mail and packages etc.)
- Welcome clients and visitors to the office and assist them as needed
- Schedule in-house and external meetings, including help with Co-Executive Director calendars
- Work with the educational materials manager to coordinate the scheduling, required paperwork and staffing for community events held throughout the year.

Programmatic Responsibilities

- Assist with facilitation of in-person and virtual program events including assisting with outreach events and Career Quest events at select business locations.
- Maintaining accurate and up to date records of program metrics on a monthly basis using Smartsheets
- Build and maintain relationships with teachers and partners.
- Work with program managers to keep organization website up to date
- Assist staff in executing program events (order/pick up food, event set up, manage RSVPs, make travel arrangements etc.)
- Assist development coordinator in gathering photos, quotes and stats on programs for reports and website info.
- Facilitate updates and maintenance of STEAM guest speaker recruitment and events
 - Maintain current and potential speakers list
 - Communicate and maintain relationships with guest speakers
 - Complete bios using the completed survey
 - Update teacher portal and website
 - Research potential business partners
 - Organize, promote and facilitate STEAM guest speaker workshops with assistance of program managers

Requirements:

- 2-year degree or equivalent work experience. At least 1 year of experience with office coordination or similar skill.

- *Interpersonal skills:* Strong organizational, problem solving, and analytical skills. Ability to work independently, as a member of a team, and as a leader. Ability to deal effectively with diverse groups of individuals. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. Commitment to excellence and high standards.
- *Communication skills:* Excellent oral and written communication skills. Ability to communicate and deal effectively with a diverse group of individuals.
- *Organizational skills:* Ability to handle multiple projects, to manage priorities and workflow. Outstanding attention to detail with the ability to see the big picture as well as all the little steps that are required. Problem solving, time management and decision making skills for making timely and informed decisions.
- *Technical requirements:* Understanding of technology used within an office setting along with basic data entry, math, analytical and computer competencies. Knowledge of Microsoft Office, Smartsheets, and Google Suite. Ability to gather and analyze data to generate reports.
- *Commitment to Mission and Vision:* Understanding of STEAM education and future sustainability efforts. Appreciation for K-12 educators and understanding of the unique challenges within the education system

Administrative and Programmatic Coordinator Top Skills & Proficiencies:

- Reliability and discretion
- Teamwork
- Attention to detail
- High level of organizational skills
- Adaptability
- Time management
- Flexibility and sense of humor
- Strong communication skills both verbally and written

Benefits:

This position includes 99% employer contribution medical insurance, as well as optional 401k package, vision and dental insurance. Envirolution observes 10 paid holidays annually and two weeks of paid time off accrued based on years of service. Additional professional development opportunities are offered to employees such as leadership training or other skills development for their position.

To Apply: Please send a resume, a 1-page cover letter, and 3 professional references to info@envirolution.org - with the subject line, 'Administrative and Programmatic Coordinator Position.'

For more information visit www.envirolution.org

Physical/Mental Demands:

Physical Demands: The essential functions of the position may require **frequent** sitting and standing, repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands, near/far visual acuity, depth perception, field of vision accommodation and color vision; requires bending, walking, standing lifting/carrying of up to 50 lbs. or less, light grasping with non-dominant hand, firm/strong grasping with both hands; reaching overhead, crouching, kneeling, climbing, balancing, pushing/pulling.

Mental Demands: The essential functions of the position requires the ability to read and write simple and complex material, and the ability to perform simple and complex tasks; accurately complete forms & records; compile information, instruct others; work with precision, follow instructions, meet time requirements, memorization, ability to recall multiple details, names, sequences and procedures; and use of independent judgment.

Work Environment: Work is performed both inside an office environment with moderate lighting and temperature, and in an outside storage structure with moderate lighting and varying temperatures (basic climate control devices are provided when necessary). Work may be performed outside and/or in confined areas. Work is performed using basic hand tools and electrical devices, and computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Work may include extended days, long hours, and weekend work. Frequent travel to surrounding areas (up to 2 hours drive) required. Occasional long distance travel may be required.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.