



Restoring and protecting the Cahaba River watershed and its rich diversity of life

Job Opening: Administrative Coordinator

Cahaba River Society

Birmingham, AL

Starting salary range beginning at \$42,000 - \$46,000

The Cahaba River Society has an opening on our team for a self-directed, detail-oriented, creative and collaborative Administrative Coordinator. We seek a skilled multi-tasker with experience in database and office management, financial and fundraising support, record-keeping, and event organization. This position is also our receptionist and provides administrative assistance to the Board of Directors and for all CRS programs. CRS offers excellent benefits, welcomes diversity, supports work-life balance, is family-friendly, and shares a passion for rivers and nature.

If you are a looking for job opportunity that:

- ◆ connects people to the Cahaba River for education, recreation, arts & stewardship
- ◆ advocates solutions that are equitable and sustain the River and our drinking water
- ◆ works with a dynamic and engaged team of board and staff
- ◆ is collaborative in its mission and science-based in its solutions

... send your resume and a cover letter no later than November 1, 2023 to Casey Laycock, Director of Development, Cahaba River Society, CaseyL@cahabariversociety.org.

ABOUT CAHABA RIVER SOCIETY AND OUR RIVER:

Cahaba River Society (CRS) leads our community to restore and protect the Cahaba River watershed and its rich diversity of life. The Cahaba is our drinking water source and a spectacular natural recreational resource and biodiversity treasure, with more fish species per mile than any other river in North America. Our service area - the diverse “peopleshed” of those whose lives are interrelated with the River, stretches from the Birmingham metro area to Alabama’s rural Black Belt region. Learn more at www.cahabariversociety.org.

This is an enjoyable and rewarding career opportunity with a respected, effective environmental nonprofit that has a 35-year track record for river restoration and protection, volunteerism, environmental education, and water/nature equity. You would work within a supportive and talented team of 7 full-time staff and have close involvement with a diverse, highly skilled Board of Directors.

ROLES:

The Administrative Coordinator reports to the Executive Director and assists the Director of Development, Financial Controller, and Communications Director. This position provides approximately 1/3 time assisting with financial and office management, 1/3 time assisting with membership and fundraising support with the Director of Development, and 1/3 time providing administrative assistance to the public, staff, Board of Directors and other duties as needed.

DUTIES:

FINANCIAL MANAGEMENT

- Process incoming revenues, make weekly bank deposits receive bills and invoices provide records to Financial Controller and Director of Development.
- Support annual budget, audit and financial compilation processes by maintaining and providing records as requested and collaborating on budget needs

DEVELOPMENT SUPPORT

- Process membership and other donation transactions, provide reports, maintain accuracy of membership database.
- Assist in production and dissemination of renewal and thank you letters and membership and public education communications
- Assist in planning, executing, and staffing events, maintain event supplies.

OFFICE MANAGEMENT

- Inventory, order, and maintain office equipment and supplies
- Serve as office receptionist, greeting visitors/calls and directing them to appropriate staff
- Ensure day to day smooth running of the office, ensure that office housekeeping, recycling, and minor maintenance occurs.

ADMINISTRATIVE ASSISTANCE

- Lead for communications with the Board of Directors and staff. Plan and prepare for CRS meetings, including scheduling, calendar support and reminders for staff and Board, running IT equipment, organizing meals and refreshments.
- Assemble, disseminate, and maintain Board meeting files such as agendas, Board packets, minutes, etc.
- Maintain Board information such as bios, committee lists, meeting calendars.
- Disseminate materials and information on canoeing the Cahaba River and assist with booking and tracking reservations for canoe trips and CLEAN education trips.
- Assist new staff with onboarding.
- Assist staff with travel arrangements and conference registrations and provide other administrative assistance for programs, staff and Board as needed.

QUALIFICATIONS:

- High school diploma or equivalent, plus at least 2 years relevant work/volunteer administrative experience such as in nonprofit management, database management, office management, financial management, event planning, file maintenance.
- Experience with databases and data entry is essential. Use of fundraising and membership databases and CRM software is a plus.
- Proficiency in word-processing, financial, and spreadsheet applications – such as MS Office Suite (especially Excel), Quickbooks, etc.
- Experience with HR support, such as employee onboarding, a plus.
- Excellent interpersonal, verbal and writing skills.
- Commitment to environmental conservation and the Cahaba River Society's mission and values; education or experience in environmental issues a plus.
- Ability to work both independently and collaboratively, multi-task and meet deadlines.
- Ability to work in-office most days, with hybrid remote work on some days a possibility.
- Occasional weekend and after-hours meeting attendance is required for special events.

SALARY AND BENEFITS:

Starting salary of \$42,000-46,000 is negotiable based on qualifications. CRS pays full cost of single-rate health insurance (currently \$5.9k value), or this amount can be applied to family rate. We offer low-cost dental, vision, disability, and life insurance and a 403(b) retirement investment / matching program. Flexible work hours, hybrid office/home work, generous vacation and leave policies. We invest in our team by funding professional development and training.

Fair Labor Standards Act Status: Exempt. This a professional, salaried position with evening and weekend activities commonly required, offset by flexibility in required office time.

APPLYING FOR THE POSITION:

Send resume and cover letter telling us more about your specific qualifications and why working in this position would be meaningful to you, by November 1, 2023, to Casey Laycock at CaseyL@cahabariversociety.org, with "Administrative Coordinator" in the subject line. Questions about the position may also be sent there. Applications may also be mailed to 2717 7th Avenue South, Suite 205, Birmingham, AL, 25233.

Non Discrimination Policy: The Cahaba River Society is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment for any employee or job applicant on the bases of race, gender, gender identity or gender expression, sexual orientation, marital status, national origin, age, religion (creed), disability, or military status. We also will not discriminate in selection of volunteers and vendors or provision of services.

We encourage applications from people of color, Indigenous people, people from all socioeconomic backgrounds, women (or non-binary identity), LGBTQ+, and other people of historically excluded identities. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, contractors, vendors, and program partners.