



Administrative Coordinator

Overview: We are hiring for a new part-time position of Administrative Coordinator to manage our office administration tasks. This position has the potential for additional programmatic work as well.

Scenic America is the only national 501(c)(3) nonprofit organization dedicated solely to preserving and enhancing the scenic beauty and visual character of America. We accomplish this mission through national advocacy efforts, technical assistance services, and the support of our state and local chapters and affiliates.

We are quickly becoming one of the most effective national environmental nonprofits. We encourage you to read more about our [recent victories](#). It will be your responsibility to help keep Scenic America in compliance with state requirements and enable the streamlined functioning of our office. For more information about Scenic America visit our website at www.scenic.org.

Reports to: President

Responsibilities:

- Oversee all office administrative work, such as depositing checks, generating donation acknowledgement letters, and processing the mail, receipts, and contributions.
- Oversee all physical office issues such as maintaining the workplace, suggesting on-brand decorations, and ordering all supplies.
- Oversee all compliance with state charitable and business registrations.
- Oversee all work with employer fundraising programs.
- Oversee the digitization of archival documents.
- Become expert on CRM database (Salsa) and website CMS (Wordpress). Maintain donor records and assist with website updates.
- Other items as assigned by the President, Policy and Program Director, or Vice President for Communications.
- Collaborate with fellow employees.
- Assist with preparation of foundation grant applications and reports, and assist with workplace giving campaigns.
- Assist with organizing any symposia/conferences/meetings including arranging meeting space, hotels, catering, and travel (not applicable until after the global pandemic).
- Assist staff with tracking media coverage on relevant issues.
- Assist VP for Communications with social media post development, design, and scheduling.
- Assist as needed with coordinating legislative tracking and other services on behalf of the organization, including chapters and affiliates.
- Meeting attendance and note taking as needed.
- Other projects as assigned by staff.

Required Qualifications:

- Bachelor's Degree.
- At least one year of relevant work experience.

- Strong attention to detail.
- Excellent written, oral, and interpersonal communication skills.
- Strong writing, editing, and proofreading skills, including ability to present complex or nuanced material in a manner that is accessible to the general public.
- Motivation to work on substantive scenic conservation topics.
- Mastery of Microsoft Office Suite and general comfort with technology; ability to learn new software quickly.
- Must possess excellent judgment and discretion.
- Demonstrated ability to organize, prioritize, and complete work independently.
- Demonstrated ability to play an important role in a team environment.
- Superior project management and time management skills.
- A wide degree of creativity and flexibility in approach to work.
- Flexibility to assume responsibility for other tasks related to the functioning of a small nonprofit.
- Courteous and professional demeanor in a fast-paced work environment.

Preferred Qualifications:

- Excellent research skills.
- Experience working in an advocacy organization, nonprofit, or legislative environment.
- Experience in budget tracking, financial reporting, and/or managing vendors.

Physical demands:

- Ability to travel occasionally to fulfill the job’s responsibilities.
- Sitting for extended periods at a desk and using a provided desktop or laptop computer.
- Occasionally lifting and carrying up to 15 pounds.

Location: Position is located at Scenic America’s headquarters at 727 15th Street NW, Suite 1100, Washington, DC 20005. Due to the nature of work, remote work is not possible for this position. We are currently mostly remote due to the global pandemic. The candidate will need to be in the office three days per week to process the mail. Adherence to COVID-19 protocols is required.

Compensation: This is a part-time, hourly non-exempt position. The pay is \$20 per hour with an expected workload of 20 hours per week during weekday business hours.

Benefits: Scenic America provides a generous and competitive benefits package including:

- \$20/hour compensation, expected 22 hours per week.
- 3% employer retirement contribution to 403(b) with no match required.
- Cell phone reimbursement.
- Support for professional development and growth.
- A flexible schedule.
- A positive and encouraging work environment at an effective organization that makes a difference.

HOW TO APPLY

Send resume and cover letter with the subject line “Administrative Coordinator” to: careers@scenic.org.

Deadline for applications is January 13, 2023, but applications will be considered until the position is filled. If selected for an interview, applicants will be required to attend an initial interview via Zoom video conference.