Can you imagine what it would have been like to be part of the team that built Yosemite or blazed the Pacific Crest Trail? Well, here’s your chance to leave a natural legacy for generations to enjoy. The Bay Area Ridge Trail will be a 550-mile connected loop on the ridges surrounding our bays. Today, there are 383 miles open and ready to explore by foot, bike or horse. The Ridge Trail Council works every day to create solutions that will connect this visionary loop!

POSITION SUMMARY:
The Administrative Coordinator is the first point of contact for all public and donor inquiries by phone, email, and mail, and ensures the office is functioning seamlessly. Primary duties include creating and coordinating office procedures, running day-to-day operations, and providing administrative, financial, communication, and gift processing support. This position reports to the Executive Director. A successful candidate for this position must have a desire to help others and maintain strong organizational skills to ensure the team is operating at its highest ability. This is a non-exempt position.

This position is expected to be partially remote until at least January 1, 2021. There is a good chance we’ll be moving out of our current office in the Presidio in the next couple of months, and likely moving to an office in SF’s Union Square. This position will be required to work one or two days per week in the office. Physical distancing, separate offices and/or scheduling so you are the only one if the office, as well as other safety protocols will be followed.

Type: The position could be full-time or part-time depending on the candidate, but is open as a full-time position.

KEY RESPONSIBILITIES:
Office Administration (50%)
- Provide general office administrative support including: track and order office supplies, stationery, mailing supplies, update and create documents and presentations for staff as needed, manage all office machines (including supplies, maintenance, and contracts.)
- Manage the order of our physical and digital space. Keep physical office space clean and organized. Manage the organization of our digital files, making sure that files are organized in the correct folders, with consistent labeling, etc.
• Coordinate timesheet and benefit tracking and changes, assist with personnel policy administration, and coordinate with payroll service.
• Organize and maintain accounting, administrative, program and archival files and records. Be trained in preparing invoices and checks (using QuickBooks.) and coordinate with bookkeeper to maintain accounting records and files.
• Perform general clerical duties including photocopying, scanning, mailing and filing.
• Coordinate the maintenance of a Manual of Operating Procedures (MOP).
• Update Employee Handbook, organization policies and instruction documents as needed.
• Assist with employee on-boarding and termination processes, post job announcements, coordinate HR paperwork, and maintain human resources forms.

Executive and Staff Support (25%)
• Provide support for Board, Committee and All-Staff Meetings including scheduling, meeting prep, facilitation, and follow-up. Develop and circulate meeting agendas in advance, set up meeting spaces, arrange food, and ensure Zoom conference lines. Take note of action items and upcoming deadlines and communicate appropriately.
• Format, proof and prep digital (including Powerpoint and Google slides) and printed materials for use in meetings and presentations.
• Support additional tasks as requested by the Executive Director and related to the Board of Directors as needed.

Donor Relations and Gift Processing (25%)
• Serve as contact for all office communications: answer the main phone line, respond to inquiries in the general email box, collect and sort mail, and greet and assist guests and colleagues.
• Support Operations and Database Coordinator in accurate data entry of gifts and promptly sending donor acknowledgements and premiums.
• Provide support for occasional weekend trail events.

Miscellaneous duties as assigned.

ESSENTIAL QUALITIES AND SKILLS:
This position requires the following skills:
• Strong organizational and time management skills, including excellent attention to detail
• Strong problem-solving skills, ability to multi-task and take initiative, and anticipate needs in a fast-paced work environment required
• Able to adapt to a variety of different requests and understand how to best meet the needs of all inquiries
• Interest and desire to provide excellent customer support to volunteers, Ridge Trail members, staff, donors, and the general public is essential
● Proficiency with Google Suite including Gmail, Google Docs, Google Slides, Google Calendaring, as well as Microsoft Office suite on Mac and PC platforms, including Excel, Word, and PowerPoint, intermediate-to-advanced Excel skills (ability to create and manipulate complex data tables and charts) required, Zoom proficiency
● Experience with Salesforce or another constituent relationship management program is required
● Excellent interpersonal, written, and verbal communication skills required and ability to interact with different audiences via phone, email and in-person
● Ability to work both independently and as part of a team
● Ability to troubleshoot IT/ hardware issues
● Have a positive and friendly attitude and create positive, working relationships by demonstrating a commitment to customer service, tact, dependability, diplomacy and flexibility
● Ability to handle confidential information in a professional and discreet manner and use good judgment, and decision-making skills
● Ability to lift up to 25 lbs. and reach trail locations that can sometimes be remote and have an uneven surface

Education/ Experience

● Bachelor’s Degree/AA Degree and/or Minimum of three years prior office administration experience in a fast-paced work environment desired

Bonuses

● Experience working with QuickBooks
● Familiar with Salesforce, Apsona, Rallybound, Click & Pledge or Campaign Monitor applications

COMPENSATION:

The Council strives to pay competitive salaries within the nonprofit community and compensation is based on experience. Benefits include paid vacation, holidays, sick leave, and medical, dental and vision coverage and a 401k plan.

TO APPLY:

Please send a one-page cover letter, salary requirements, and resume to careers@ridgetrail.org and indicate “Administrative Coordinator” in the subject line.

The Council is an equal opportunity employer and committed to a diverse team.