



## Office and Administrative Coordinator

### THE OPPORTUNITY

Do you have outstanding organization, problem-solving and communication skills and enjoy creating order and systems? Are you passionate about trails and the many benefits they offer? Would you like to use your skills to leave a legacy and help complete the Bay Area Ridge Trail?

The Ridge Trail Council is looking for a dynamic administrative professional to support our Executive Director, staff, and board of directors. This position reports to the Executive Director and works closely with a team of 10 staff. This is expected to be a part-time position but could flex up or down depending on the ultimate division of responsibilities (see below).

### THE ORGANIZATION

The Ridge Trail Council's mission is to plan, promote and sustain a connected hiking, cycling, and equestrian trail on the ridgelines around the San Francisco Bay – linking people, parks, and open space for today and future generations. We're more than two-thirds of the way to our goal, with 400+ miles of the ultimate 550-mile loop now complete.

The Council is a 30+ year stable nonprofit with a professional, well-respected staff, a dedicated and engaged Board of Directors, and an extensive cadre of volunteers. Our office is located within a beautiful coworking space in west Berkeley.

### POSITION SUMMARY

The Bay Area Ridge Trail Council is hiring an Office and Administrative Coordinator. The successful candidate will play an integral role as part of a small team. This position is non-exempt. Some remote work is possible depending on the candidate's preference, but the duties of this position require working 1-3 days per week in our Berkeley office. The expansive regional extent of the trail network occasionally requires an ability to travel throughout the Bay Area. This will likely be a part-time position at approximately 75% FTE, depending on the candidate. *Note:* the Council is also recruiting for a Database and Operations Administrator and some responsibilities could be covered by either position.

### KEY RESPONSIBILITIES:

#### Office Administration (50%)

This position will provide general office administrative support including:

- Manage our physical and digital space. Keep physical office space clean and organized, act as main liaison between staff and office landlord.
- Manage and support HR-related tasks such as time sheet and time off tracking, scheduling reviews and compiling data for payroll service and accountants.

- Perform general clerical duties including photocopying, scanning, mailing and filing.
- Organize and maintain digital and physical files and records.
- Maintain updates to Manual of Operating Procedures (MOP), Employee Handbook, and other organizational documents as needed.
- Implement and maintain processes, resources, and tools for improving team efficiency and communication.
- Provide support for Board, committee and staff meetings including scheduling, meeting prep, note-taking and follow-up.
- Drive organizational efficiency by driving best-in-class technology.
- Provide support for occasional weekend trail events.

#### Executive and Board Support (40%)

- Serves as the primary point of contact between the Executive Director and the Board of Directors, with key responsibility for fostering engagement, managing governance tasks, ensuring compliance, and handling logistics. Ensures a timely flow of communication and follow-up on board activity and interactions.
- Maintains organizational and legally-required documentation of board actions, including board packets, meeting minutes, agendas, resolutions, policies and other documents.
- Ensures legal and organizational compliance through accurate and up-to-date forms, updates, and audit requests.
- Additional tasks as requested by the Executive Director and related to the Board of Directors as needed.

#### Member Engagement and Operations (10%)

- Serve as primary contact for general office communications: respond to phone and email inquiries.
- Support the development team in mail processing during high volume fundraising times.
- Event support.

#### REQUIRED EXPERIENCE, SKILLS, AND VALUES

- Strong organizational and time management skills
- Excellent attention to detail
- Strong problem-solving skills, ability to multi-task and take initiative and anticipate needs in a fast-paced work environment
- Desire to provide excellent customer support to volunteers, Ridge Trail members, donors, and the general public
- Proficiency with Google Workspace and Microsoft Office suite on Mac and PC platforms, intermediate to advanced spreadsheet skills (ability to create and manipulate complex data tables and charts), Zoom proficiency
- Excellent interpersonal, written, and verbal communication skills and the 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
- Bachelor's Degree/AA Degree and/or minimum of three years prior office administration experience in a fast-paced work environment desired

#### ADDITIONAL DESIRED SKILLS

- Experience working with:
  - o QuickBooks
  - o Salesforce, or other Customer Relationship Management (CRM) software
  - o Campaign Monitor, or other email service
- Experience working with nonprofits and nonprofit boards and committees
- Website administration experience, and/or familiarity with WordPress

#### WORK ENVIRONMENT

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Some evening and weekend work is required.

The Council is open to flexible arrangements, including varying levels of remote work. Many staff work remotely, though the duties of this position will require working in the Berkeley office 1-3 days each week.

#### PHYSICAL DEMANDS

The employee is regularly required to talk, hear, and sit or stand at a desk/computer terminal for extended periods. The employee may be required to transport office products and supplies, or equipment of up to 25 pounds on natural surface trails. The position requires the ability to attend occasional outdoor events and/or activities in varying weather and temperature conditions.

#### COMPENSATION

The Council strives to pay competitive salaries within the nonprofit community. Benefits include paid vacation, holidays, sick leave, medical, dental, vision coverage, and 401K; these would be pro-rated, if the position is part-time. The salary range for the Administrative Coordinator is \$25-30/ hour, based on experience. This is a non-exempt position.

#### TO APPLY

The Council is an equal opportunity employer and committed to a diverse team. To apply, please send a 1-page cover letter, resume, and salary objectives to [careers@ridgetrail.org](mailto:careers@ridgetrail.org) and indicate "Administrative Coordinator" in the subject line. Please visit [www.ridgetrail.org](http://www.ridgetrail.org) for more information about the Ridge Trail.

The position is open until filled, but to facilitate review, please apply by May 24, 2024.