

## Administrative Coordinator Job Description

Amazon Conservation is looking for an energetic and versatile administrative professional for a full-time position based in Washington, DC. This position will provide administrative support and coordination to the DC team with a focus on operations and development. The Administrative Coordinator's activities will be focused on strengthening the capacity and efficiency of operations for the Washington, D.C. office. The candidate must have the ability to communicate effectively with colleagues at all levels, both internal and external to Amazon Conservation. The Administrative Coordinator will report to the Deputy Director.

### Responsibilities:

- Coordinate logistics and documents for virtual and in-person board meetings, events and other meetings, and manage meeting invitations, document distribution, and record keeping.
- Maintain the efficient operations of the office by monitoring/maintaining supplies, procuring office equipment, and general office cleanliness (when in the office)..
- Maintain electronic and physical files and records with effective filing systems.
- Serve as the initial point of contact (e.g. answer phones, sort and distribute mail, check organization's info account, greet and assist office visitors) and redirect inquiries to staff as needed.
- Support data entry, cleanup, and management in Salesforce CRM.
- Maintain electronic and physical files and records with effective filing systems.
- Support the Development team on all administrative tasks related to special events (in-person and online) and mailing campaigns,
- Manage the inventory and accounts for all DC-office technology needs, troubleshoot errors, and address staff questions.
- Support grants team in formatting grant agreements, maintaining calendar of due dates, and preparing administrative attachments for proposals.
- Maintain an organized inventory and status of organizational policies and procedures.
- Other duties as assigned.

### Qualifications:

- Bachelor's degree required, with 3+ years' experience in a professional office environment
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Spanish proficiency (verbal and written)
- Excellent organization skills and able to prioritize tasks and meet deadlines
- Detail oriented and comfortable working in a fast-paced office environment
- Ability to learn new technologies and software quickly
- Ability to analyze and revise operating practices to improve efficiency
- Exceptional interpersonal and written and verbal communication skills
- Self-starter, resourceful, problem solver
- Demonstrates energy, optimism, and passion for helping others
- Interest in conservation/ nature protection preferred



1012 14th St NW, Suite 625, Washington, DC 20005

T: 202 234 2356 | F: 202 234 2358

info@amazonconservation.org

**Please note that due to the current COVID-19 pandemic Amazon Conservation’s staff is working remotely. This position will start as a remote position, but the candidate must still be located in the DMV area (Washington, DC - Maryland - Virginia) to access our DC office. When pandemic restrictions are over, the organization will resume its in-person operations.**

**To Apply:**

Please submit your cover letter, resume, and a list of three references via email to [applications@amazonconservation.org](mailto:applications@amazonconservation.org) with the subject title “Administrative Coordinator.” Applications without a cover letter will NOT be processed. Due to the high volume of applications, the organization will only reply to finalist candidates. No phone calls, please. EOE.

Candidates are reviewed on a rolling basis. Position open until filled and is available immediately.

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[www.amazonconservation.org](http://www.amazonconservation.org)

