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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 Finance Director.

Responsibilities:

Board management:

- Coordinate logistics and documents for virtual and in-person board meetings, manage meeting invitations, document distribution, and record keeping. Create and manage timelines for internal staff deadlines to prepare for board meeting presentations. Manage in-person meeting needs, including but not limited to catering, space rental, supplies purchasing, vendor management, and materials printing
- Maintain communications with and help foster board relationships
- Coordinate and schedule board committee meetings and working group meetings
- Lead logistics coordination for international board meetings for the Alliance. Travel internationally to provide logistics leadership and ensure a positive experience for board and staff members

Operations and Office Management:

- Manage bi-weekly staff meetings; assist in drafting and disseminating relevant agendas, as well as record keeping. Support scheduling of and notetaking in other internal meetings, including the bi-weekly managers' meeting
- Support team appreciation needs, such as staff lunches, social hours, and birthday events
- Maintain efficient office operations by monitoring and purchasing supplies and maintaining general office cleanliness and organization
- Maintain electronic and physical files with effective filing systems in dropbox and other systems. Maintain an organized inventory of organizational policies and procedures
- Serve as the initial point of contact (e.g. answer phones, sort and distribute mail, check organization's info email account, greet and assist office visitors) and redirect inquiries to staff as needed
- Manage all DC-office technology needs, troubleshoot errors, and address staff questions.
- Manage inventory of office equipment and purchase new equipment as needed
- Manage external vendors (including but not limited to translators, catering companies, printers, and building managers)
- Coordinate with colleagues and teams across departments and countries as needed

Development Support

- Support grants team in formatting grant agreements, maintaining calendar of due dates, and preparing administrative attachments for proposals as needed. Support teams with document signature needs
- Support data entry and cleanup in Salesforce CRM. Support data collection and compilation from donation platforms (such as Facebook, Paypal, etc.) as needed.
- Support planning, logistics, and execution of fundraising events

Other responsibilities

- Manage and maintain online job postings for new positions
- Field job/ volunteer/ internship inquiries, coordinate and schedule interviews, and assist in onboarding for new hires
- Support the Executive Director in scheduling meetings across the office, with Alliance members and external partners, as well as with board members
- Assist in document translations, as needed

Qualifications:

- Associate's degree or equivalent required, with 3+ years' experience in a professional office environment
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel as well as Google equivalents
- Intermediary Spanish proficiency (verbal and written) required
- 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

Salary commensurate with experience. Amazon Conservation offers a competitive benefits package that includes employer-paid medical, dental, vision, short- and long-term disability, as well as a matching pension plan, generous sick leave, and 25 vacation days. Some domestic and international travel will be required. Equal opportunity employer (EOE) - candidates of all backgrounds and experiences are encouraged to apply.

Please note that due to the current COVID-19 pandemic Amazon Conservation's staff has been working remotely and recently did a soft opening of our offices. This position will remain a hybrid position but the candidate must still be located in the DMV area (Washington, DC - Maryland - Virginia) to access our DC office 1-3 times a week for meetings and events.

To Apply:

Please submit your cover letter, resume, and a list of three references via email to applications@amazonconservation.org with the subject line "Administrative Coordinator." Applications without a cover letter will NOT be reviewed. Due to the high volume of applications, the organization will only reply to finalist candidates. No phone calls, please.

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