Job Description: Administrative Coordinator
The Center for Creative Land Recycling

This is a part-time, 16-20 hours per week, non-exempt position that reports to the Executive Director. Applicant must live in the Bay Area, California. However, the position is currently remote. Applications will be reviewed on a rolling basis.

Position Overview
The Administrative Coordinator reports directly to the Executive Director. CCLR is seeking a part-time, Administrative Coordinator to help assure smooth day to day operations of the organization and contribute to a positive team culture. This is an essential role on our small team, and the ideal candidate takes satisfaction in getting results in a fast-paced environment and is able to handle complex competing priorities. The Administrative Coordinator will work closely with everyone on the CCLR team and with vendors and stakeholders. The ideal candidate will be a solution-based thinker, independent worker and seasoned in non-profit administration. CCLR prioritizes a supportive team culture and we will work to establish a schedule that serves both the role and the employee.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administration: Provide administrative support by processing invoices, completing expense reports, maintaining records in GDrive, routing communication from the primary CCLR phone line and inbox, interfacing with vendors. Collect mail from CCLR’s PO Box weekly. Conduct banking operations appropriate. Support staff as needed.

Operations: Technology coordination with an external IT vendor, maintaining office equipment and organization software and hardware. Coordinating with and supporting staff in organization operations. Use Salesforce to support fundraising/appeal campaigns.

Grant Administration & Reporting: Support grant application preparation, submission and reporting including research, budget development and maintenance of the grant calendar. and Support the collection of program metrics and preparation of quarterly reports for EPA as requested. Generate supporter invoices and acknowledgements, track and record.

Event/Webinar Support: Assist in workshop and webinar logistics such as maintaining systems and software accounts, help book event venues; arrange travel, coordinate catering and other vendors

Communications: Help maintain SalesForce Database, interface with contractors to troubleshoot.
**Supervisory Responsibilities:** Not applicable. May oversee vendors or contractors.

**The ideal candidate will have the following experience and qualifications:**

**Remote Position:** This is a remote, temporary position. Candidates must have regular access to the technology needed to execute the role.

**Qualifications:**

- At least three years’ work experience in an administrative role, preferably with a non-profit
- Experience in finance support including invoice processing and basic budget development
- Strong organizational and problem-solving skills
- Experience with GSuite Adobe Suite, Drupal and Salesforce required. Experience with Microsoft Office (particularly Excel, Word, and PowerPoint), Survey Monkey, and MailChimp a plus. Knowledge of Salesforce is required.
- Ability to demonstrate effective skills in time management, decision making, problem solving, and teamwork.

**Physical Demands**
The employee is frequently required to sit and use a computer. The employee is occasionally required to stand and must occasionally lift and/or move up to 25 pounds.

Salary Dependent upon experience

To apply please send your
- Cover letter
- Resume
- List of references

to jean.hamerman@cclr.org with your name and Administrative Coordinator in the subject line

**About the Organization**
The Center for Creative Land Recycling (CCLR or "see clear"), is the oldest national non-profit organization pioneering brownfield and infill development to promote human and environmental health and economic revitalization. Our mission is to advance communities’ sustainable and equitable reuse of underutilized and environmentally distressed properties, commonly called "brownfields."

Through outreach, training, and technical assistance, CCLR offers communities tools to turn blighted properties into community assets like housing and open space. We are a small but mighty group that engages stakeholders from all sectors in creative partnerships to promote collaboration and innovation in sustainable development.

We seek talented and qualified individuals regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military obligations, national origins, physical abilities, race, religion, socio-economic status, sexual orientation and veteran status.

*Administrative Coordinator Job Description November 2020*