

Administrative Coordinator

The Administrative Coordinator of the organization keeps membership up to date, organizes conference registration, and manages the website for updates and changes. They are the constant to the overall functioning of the organization. Since they are not elected like a board member, they are the constant that manages the day-to-day work of the organization. They are expected to attend all board meetings, the conference and retreat unless excused by the President. They should be accessible to the Board of Directors but answer to the President.

Reports to: The Administrative Coordinator reports to the president of the board of directors. The coordinates work with other Board members based on the priorities of the president.

Responsibilities:

1. Attend monthly MAEOE board meetings and report out as needed.
2. Maintain up-to-date official MAEOE membership list and database.
3. Create and maintain an up-to-date database of MAEOE contacts (partners, sponsors and others).
4. Maintain up to date MAEOE listserv, with the goal of providing a quality communication channel for MAEOE membership to share information and resources.
5. Process new memberships.
6. Assist with any membership drives.
7. Work with membership committee and board to develop (and update as needed) membership communications (e.g. organizational brochure, membership form, online membership system, welcome packet, etc.).
8. Maintain privacy of MAEOE membership lists (MAEOE membership list is not to be released without permission by the board president).
9. Keep track of expenses and submit any related receipts to the treasurer for reimbursement.
10. Monitor, prepare and submit a monthly PayPal report to the bookkeeper.
11. Establish a local PO Box for MAEOE transactions and check it weekly. Deposit funds in appropriate accounts and record transactions in a shared document with the treasurer.
12. Post weekly job openings on website and listserv.
13. Serve on MAEOE website team and keep content and documents on the website updated as needed.
14. Maintain an up-to-date website calendar of MAEOE and EE/OE events.
15. Work with the core conference committee to create online conference registration.
16. Manage all details related to conference registration, both prior to the event and onsite. This includes:
 - Conference registration and confirmation
 - Database of conference attendees
 - Conference welcome packet (receipts, housing, meal tickets, etc.)
 - Acting as lead registrar at the registration table

17. Manage registrations for fundraisers, Academy of Natural Resources, Nature Center Summit, Wildlife Weekend and other MAEOE events.
18. All other duties as assigned by the board president.

Job responsibilities are spread out throughout the year. Most conference activity occurs between June and October. Other tasks occur sporadically as new memberships arise and the board of directors and MAEOE members generate new website content or committee needs. Hours vary with tasks, but expect 15-20 hours/month, with more time when preparing for the conference. There will be a cap of \$10,000/year, with the board option of extending that if needed.

Qualifications:

Two to three years administrative experience preferred. Proficient at Microsoft Office programs, including advanced skills in Microsoft Word and Excel. Experience with web site management, online payment systems, and customer relation and management software. Strong organizational skills and strong relationship skills, including tact, sense of humor, assertiveness, and effective and professional communication skills. Demonstrated ability to track and manage multiple tasks accurately and in a timely fashion and work autonomously. Event planning experience is a plus.

Terms: Compensation is based on the board's agreement with the staff and will be recorded in the minutes. Current 2022 pay is \$20/hour. Payment is provided once an invoice is received from the staff. Staff must notify the President of terminating his/her position at least one month prior to the end date. Ideally, staff would train the replacement.