

Updated 3-7-2023

Office Coordinator Job Description

Downtown Greens is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

About Downtown Greens

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg, VA, with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

Position Overview

We are hiring an Office Coordinator to carry out administrative duties involved with the maintenance and development of our 2.8 acre public garden space. The Office Coordinator will complete clerical and more specialized administrative tasks.

Hours

30 hours per week

Required Skills and Experience

The Office Coordinator is responsible for the overall functioning of the office and administrative tasks. They will be a creative problem solver, have excellent interpersonal communication skills and the ability to keep a shared office space organized. They will be a self-motivated, independent worker who can also work well on a team.

The ideal candidate will have experience with the following:

- Administration of Google Workspace or Google Drive
- Strong planning, organizational, and multi-tasking skills
- Working with people from diverse backgrounds
- Supervising volunteers and/or interns
- Enthusiasm for building community
- Initiative in developing office organization and efficiency
- Data Entry

Experience with Quickbooks and Little Green Light or other donor management software is a plus, with training available if needed.

Primary Responsibilities

- Ensure that the reception area is maintained and organized.
- Maintain inventory of office supplies; order additional materials as needed.
- Manage clerical tasks such as answering phones and email & organizing mail.
- Administration of Google Workspace.
- Maintain office computers, keeping software and security up-to-date and backing up data on a regular basis.
- Provide administrative support for events and fundraising activities.
- Provide administrative support to grant writing team.
- Assist with written publications, including Annual Report.
- Train and manage a team of 1-2 volunteers and/or interns, including weekly check-ins.
- Act as Official Purchaser for online staff purchases.
- Support Bookkeeper as needed in bookkeeping, budget updating, and biweekly Payroll processing.
- Coordinate with Bookkeeper to collect necessary documents for maintenance of financial records and fulfillment of tax requirements.
- Provide administrative support during the staff hiring process (recruitment, communication with applicants and onboarding).
- Supervise donor database management and donor acknowledgements.
- Develop, maintain, and promote positive and professional relationships with staff, volunteers, neighbors, media, gardening groups, and the general public.
- Create and adhere to standard operating procedures for administrative tasks and activities as needed.
- Complete other duties as assigned by the Executive Director.

Work Schedule and Compensation

Hours can be completed on a flexible schedule, with at least 15-20 hours per week completed in-office from Monday-Friday, between 9am-5pm. Attendance is also required Thursdays from 12:30-2:30pm during public office hours.

Hourly rate is \$17.50 and includes professional development opportunities, paid vacation and holidays.

How To Apply

Submit a resume and cover letter to admin@downtowngreens.org. Applications will be reviewed on a rolling basis until the position is filled.

All applicants will be required to complete a criminal background check.