



Environmental Learning for Kids

Position Description

Job Title: Administrative and Executive Coordinator

Reports To: Executive Director

Location: ELK Office, 12680 Albrook Dr. Denver, CO 80239

Status: Fulltime

Compensation: This is a full-time position with hourly rate of \$20.00 – \$21.75 plus benefits described below.

To Apply Please email a cover letter, resume, and three references to Juan Pérez Sáez, jperezsaez@elkkids.org. Applications are accepted on a rolling basis. We encourage applications before **December 9, 2022**, job post will be open until filled.

Background

Environmental Learning for Kids (ELK) is an inclusive non-profit organization that develops inspired and responsible leaders through science education and outdoor experiences for underserved, urban youth ages 5-25. ELK Inspires youth to have high expectations of themselves by exposing them to the outdoors and engaging them in service-learning projects. For many of the youth ELK serves, it's their first experience with the outdoors. ELK Educates youth through science and environmental education embedded in all programs and activities to further students' understanding and attitudes toward science, the outdoors, their communities, college, and careers. ELK transforms youth by endowing them with increased academic skills, civic and community leadership, environmental stewardship, and employment opportunities.

Job Summary

ELK's Administrative and Executive Coordinator (AEC) assists in facilitating the work of the executive director by helping to prioritize high-level tasks to better meet the strategic goals of the organization. This role will also ensure effective and smooth communication between the Executive Director and the Board of Directors. Additionally, the AEC will provide the staff with essential administrative and office support. This position requires a dependable individual who enjoys the complexities of working with different personalities and has excellent administrative, organizational, and communication skills. The AEC must be confident and be proactive and persistent in efforts to move individual and team goals forward. This role will report to the executive director with frequent interaction with ELK's board of directors. Some evening and weekend work is required in meeting position responsibilities.

Key Duties and Responsibilities

Executive Support

- Manage the executive director's day-to-day activities including;
 - managing an active calendar of appointments
 - managing email communication from external requests
 - composing internal communications
 - preparing and presenting materials to executive director for key external and internal meetings
 - completing executive expense reports
- Support the executive director (ED) on large projects so due dates are met and near final drafts are presented for final review and approval
- Schedule team meetings, prepare agendas, compile meeting notes, and manage staff follow-up on action items

- Plan and manage staff retreats, and team-building activities
- Assist the leadership team with correspondence, calendar management, and travel itineraries as needed

Board of Directors and Strategic Liaison

- Work closely with the ED to develop and implement ways to effectively communicate with the board
- Oversee creation of the monthly board packets, work with the staff leadership to ensure appropriate communication with board members and manages logistics for meetings of the board and executive committee.
- Work with leadership team to develop board meeting agendas and schedules, including:
 - polling board on meeting times and identifying locations
 - sending and maintaining board meeting invites and board package
 - arranging catering for board meetings
 - being day-of, on-site point person for board and ED support
 - tracking and maintaining board's strategic plan goals
- Assemble and distribute electronic meeting materials in advance of each meeting
- Manage staff follow up on action items identified in board and executive meetings

Administration and Front Desk Support

- Serve as day-to-day point person for greeting office visitors; maintaining office supplies and equipment (phones, printers, etc.); and collecting, sorting, and distributing mail
- Maintain office rosters, contact lists, and shared electronic calendars
- Work with staff to maintain a clean and high functioning office space
- Help onboard and offboard employees
- Perform fire warden duties; create and maintain emergency contact lists and meeting place

Other Duties

In addition to regular responsibilities, all staff are expected to participate at some level in organizational priorities including helping in certain fundraising efforts, taking part in our signature program events, and committing to our organizational efforts around equity & inclusivity.

Required Qualifications

To be successful in this job, candidate will demonstrate the confidentiality, detail-orientation, and efficiency to work well with our team. Fundamentally, we want someone who loves making things work and who has the skills to do that in our context. More specifically, candidates will have or be most or all of the following:

- *2+ years' experience* in similar roles. Preferred candidates with at least at least 1+ year of work experience in the non-profit sector.
- Prior experience working with a nonprofit Board of Directors.
- Fast paced and detail oriented: Have a passion for making things work well and ability to handle different types of projects at the same time with a no dropped balls mentality. 100% follow through is absolutely critical for handling the ED's schedule.
- Solutions oriented: Have the ability to look at our systems and propose solutions to adapt to the evolving needs of the organization and to think three (or 30) steps ahead to ensure things run smoothly.

- Managing without authority: Leading on projects without direct authority over the other staff is common in this work so being comfortable managing sideways (or even up!) in a collaborative, inclusive manner is important.
- Share our commitment to increasing racial diversity in our movement and organization: Possessing a willingness to do the personal and organizational work around diversity, equity, and inclusivity is vital.
- Must be mission driven with professional and/or personal experience with ELK's mission of cultivating a passion in science, leadership, and service in a diverse community of learners.
- Bilingual Spanish/English preferred

Knowledge, Skills & Abilities

- Knowledge of standard office practices and procedures.
- Strong interpersonal and communications skills to be able to communicate effectively with racially diverse groups of people and partners including knowledge and skills in business English, grammatical construction, spelling, punctuation, arithmetic, and vocabulary.
- Advanced proficiency with Microsoft Office especially Excel.
- Excellent organization, scheduling, multi-tasking, and problem-solving skills.
- Must be able to anticipate and plan for needed steps to meet deadlines.
- Resourceful and able to work independently with minimal direction and supervision.
- High level of professionalism, discretion, and commitment to maintain confidentiality.
- Ability to develop good team relationships with coworkers, Board, and key stakeholder groups.
- Ability to learn quickly and function effectively in fast-paced and time-sensitive environment.
- Interest in ELK's mission and learning more about science and natural resources of Colorado through ELK's educational programs; enjoy spending some time with children/youth.

CBI/FBI Background check required.

Benefits:

- Subsidized Medical, Dental, Vision, insurance for the employee
- Optional participation in Flexible Spending Account
- Optional participation in group retirement plan with discretionary match
- Generous Vacation, Sick, and Personal leave
- Professional Development Opportunities