Administrative Coordinator

Gather New Haven, New Haven, CT
(www.gathernewhaven.org)

Position Purpose:
The Administrative Coordinator is part of an exciting, post-merger, and fast-growing nature-focused non-profit organization committed to health, equity, and justice. The Administrative Coordinator works as a partner to the Executive Director (ED) and as a member of a dynamic staff team to manage and optimize the infrastructure and systems crucial to build and support a thriving community organization, including: communications, data collection, development, human resources, information technology, physical infrastructure, and programs. The Administrative Coordinator will continually evaluate best industry practices in comparison to internal systems and resources with an eye toward present and future needs and budget realities. This position reports directly to the Executive Director. Ten+ years of administrative experience, or its equivalent, is required. Nonprofit experience is a plus, with a strong preference for someone who has operated in a dynamic and growing environment run with resourcefulness, collaboration, and creativity.

Employment Details:
Start Date: Immediate, Summer 2023
Employment Type: Hourly, Permanent, Hybrid 3+ days at office
Pay Rate: $21.63 - $26.44 per hour ($45,000-$55,000 annually)
Generous benefits including farm food share

Responsibilities:

- Processing and directing organizational voicemail, correspondence, and acknowledgments to donors
- Supporting invoice and receipt procedures with contracted bookkeeper/accountant
- Developing, maintaining, and facilitating solution-oriented communication between staff, contractors, volunteers, interns, and partners at all levels of the organization
- Working with program managers to support their operational needs, including tracking systems
- Managing administrative aspects for general and seasonal recruitment and overall hiring process in coordination with ED and bookkeeper/accountant
- Reviewing and reconciling benefit invoices and other tracking related to HR
- Supporting the handling of employee relations issues, serving as internal consultant ensuring fair and equitable treatment of staff while minimizing the organization’s liability
- Maintaining compliance calendar and filings with federal, state, and local nonprofit and employment laws and regulations
- Providing logistical and day-to-day support for technology hardware and software, including coordination of contracted professional services when needed
- Generating reports of trends and maintaining confidentiality with sensitive information (financial, health data, incident reports, etc.)
- Managing administrative aspects of development and fundraising work with staff, contractors, volunteers, and committee members, including for events
- Supporting systems for prospecting, research, and pipeline development for individual supporters and foundations
- Supporting contracted grant team members, including creating and tailoring financial and other reports into formats requested by funders
- Supporting and coordinating content and data for development materials including direct mail appeals, campaign-specific appeals, and program and project specific solicitation materials, including working with contracted graphic designers
- Other duties as assigned
Required Skills and Experience:

- Commitment to Gather New Haven’s health, equity, and justice mission
- Skill and passion to develop deep, trusting relationships with diverse populations
- Minimum ten years of professional experience in administration, or its equivalent, with experience managing data-driven work
- Exceptional organizational skills with a keen focus on details to maintain a highly organized and productive work environment
- Ability to coordinate multiple tasks, meet deadlines independently, and manage time effectively
- Eagerness to work collaboratively in a team-oriented and community-focused environment
- Experience using integrated technology and software solutions and can provide basic support to others directly or through coordination of hired professional services
- Human resources management experience
- Receptivity to mentoring and subsequently increased responsibilities as team develops
- Excellent writing, editing, and proofreading skills
- Mastery of Microsoft Office, particularly Excel, Google Workspace, and/or Microsoft Teams
- Strong experience with database operations
- General management skills

Desired Skills, Characteristics, and Experience:

- Experience supporting a remote and/or hybrid team
- Experience working in urban settings and communities
- Basic understanding of nature-based health and well-being practices
- Experience effectively communicating key data
- Experience with customer relation management systems particularly Salesforce
- Technological savvy and experience overseeing information technology staff and/or vendors

Compensation and Hours:
Pay rate for this position will be commensurate with skills and experience. Applicants with more extensive significant experience will be considered and the position can be adapted to provide greater responsibility commensurate with their background. Duties may fluctuate based on Gather New Haven events and plant growing and camp seasons. Benefits include paid time off, vacation, and sick leave.

To Apply for the Position:
This position is available immediately. Interested candidates should submit by email: 1) cover letter that explains why you are interested and qualified; 2) resume; 3) list of three references; and 4) a writing sample to info@gathernewhaven.org and indicate “Administrative Coordinator” in the subject line. Your cover letter should include references to all relevant paid and unpaid life experience and address why you are interested in the position, what professional strengths you bring to the position, and your personal goals.
About Gather New Haven. Gather New Haven is a non-profit, 501(c)3 organization located in New Haven, CT, committed to social and environmental justice. Gather New Haven promotes health, equity and justice for people and the environment by cultivating connections and access to our lands and waters and by inspiring us to care for our wellbeing, our shared community, and our environment. https://gathernewhaven.org/

Benefits. Benefits include sick and personal days, vacation, and holidays (federally recognized holidays as well as three floating holidays for non-federally recognized days of observance). Gather New Haven helps employees pay for medical expenses or health insurance premiums up to $5,550 through a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA) and workers compensation insurance is also provided. Staff are entitled to a share of farm-grown produce during the farming season.

Employment Disclosures and Legal Statements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate. This position involves remote work and socially distanced in-person work related activities under strict adherence to public health practices to minimize the likelihood of contracting the novel coronavirus (2019-nCoV)/COVID-19.

Gather New Haven is an Equal Opportunity Employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.

Candidate is expected to support and promote the organization’s position on racial equity, environmental justice, and food justice issues which can include messaging and actions that are in opposition to discriminatory practices that produce inequities associated with the organization’s mission.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Gather New Haven strictly maintains a drug free workplace, and complies with ADA regulations as applicable.