



JOB ANNOUNCEMENT

Administrative Coordinator

Employer: Beyond Toxics, a non-profit organization based in Eugene, Oregon

Full time — \$36,000/year plus health, paid vacation and retirement benefits

Application deadline: May 27, 2022 | **Start date** (Preferred): June 17, 2022

About Beyond Toxics

Beyond Toxics is a statewide environmental health and justice organization with a twenty year history of advancing policies ensuring meaningful environmental protections and leadership from Oregon's impacted communities. Established in 2001, we are a multicultural, inter-generational team dedicated to building a vibrant Environmental and Climate Justice movement.

Position Description

The **Administrative Coordinator** plays an important role to support the Beyond Toxics team and mission. The person we hire must be committed to equity and inclusion, environmental protections and climate-smart policies. We seek an experienced and team-oriented person possessing the ability to communicate with staff, interns, volunteers, supporters, and our business partners. This person must have experience with contact data management, detailed record keeping, information tracking, math skills, and strong attention to detail. Must be able to work in-person in our main office in downtown Eugene.

Job Requirements and Duties

Manage Donors and Grants

- Support the BT team to track, manage and increase our donor base.
- Track all donations, donors, and volunteers using a CRM database.
- Analyze data and develop targeted donor lists to inform outreach campaigns.
- Manage and track individual donor outreach completed by the Executive Director or other staff.
- Track grant awards and ensure application and reporting deadlines are met.
- Create monthly financial reports for bookkeepers, accountants and the Executive Director using CRM database, Excel and other tools.

Event Management

- Work with BT staff to identify event objectives.
- Create fundraising and educational event implementation plans that include clear roles and responsibilities for staff, volunteers and contractors.
- Manage events to ensure their success.
- Track and assess event outcomes.

Communication Planning and Management

- Assist the Communications Team with traffic management and implementation of web-based and social media communications including member activation and education, bi-annual newsletters and direct appeals.
- Assist with content for weekly e-alerts, social media and print messaging.
- Manage media list and send press releases.
- Prepare monthly media tracking reports for internal assessment.

Intern and Volunteer Coordination

- Work with BT staff to identify internship and volunteer opportunities and develop job descriptions.
- Process intern and volunteer recruitments.
- Coordinate intern orientations and support intern/BT Staff relationships.

Executive Assistance

- Coordinate an informal monthly internal newsletter for board and staff that compiles organizational updates.
- Assist the Executive Team with other duties as required.

Qualifications

- Bachelor's Degree and a minimum of one year of relevant experience in nonprofit management, administrative support, or related field working with fundraising, business operations and/or consumer relationships.
- Exceptional interpersonal skills with the ability to inspire and motivate others.
- High level of comfort with technology and demonstrated experience using business management and customer relationship management software applications such as Microsoft Office and CRM.
- Ability to manage social media platforms and communication systems.
- Graphic design experience is a plus.
- Spanish speaking ability is a plus.

Personal Skills

- Highly motivated and independent worker, self-organized, and team-oriented.
- Uses professional protocols to track work plan and progress, practices confidentiality and observes the highest standard of honesty and trustworthiness in all record-keeping and finances.
- Good communicator, respectful and empathetic listener.

To Apply:

By May 27, 2022, email: (1) a cover letter explaining your experience and how you plan to help implement our mission and strategic plan; (2) resume, and (3) contact information for three professional or academic references. Send materials to info@beyondtoxics.org.

Use subject heading: **Application: Administrative Coordinator**

Questions: 541-465-8860 - ask for Lisa Arkin, Executive Director

Beyond Toxics is an equal opportunity employer who does not discriminate against any employee or job applicant because of race, color, religion, marital status, national origin, sex, physical ability or age.

We welcome and encourage people from marginalized communities and diverse backgrounds to apply for this job.