



## **Administrative Coordinator Job Description**

Comal County Conservation Alliance (CCCA), a 501(c)(3) nonprofit organization founded in 2018, is seeking an experienced self-motivated Administrative Coordinator to perform specific, key organizational functions to engage and inform our community, in support of CCCA's mission to *preserve land, water, and wildlife in Comal County*.

### **Overview**

The Administrative Coordinator will independently accomplish assigned functions related to maintaining a strong volunteer force, informing the community of CCCA events and news, and providing a liaison function with CCCA's Partner Organizations. The Administrative Coordinator receives guidance from and reports to the Executive Director.

### **Customer Relationship Management – Neon One**

- Manage and develop the organization's CRM.
- Build and Maintain Forms that track donations, volunteers, and email campaigns.
- Work the with Executive Director to develop new opportunities for CRM engagement such as event registration and an online store.
- Procure monthly giving reports and steward the donors appropriately.

### **Volunteers**

- Monitor CCCA's two email accounts, responding to or forwarding emails as needed.
- Contact new email 'Sign-ups' to encourage them to become involved.
- Contact all new Volunteer 'Sign-ups' from Outreach booths and Community Programs to welcome them to the 'Friends of CCCA' and assist them in getting involved in a volunteer activity of interest
- Assist in planning Volunteer Fairs or other events to engage Volunteers
- Assist in planning "Lunch and Learn" orientation events for new Volunteers
- Forward all new 'Sign-ups' to Friends List Monitor.
- Prepare and send an Interest Survey to the "Friends of CCCA" annually to assess skills and interests, and report survey results to the Executive Director and Board of Directors

### **Publicity**

- Maintain Publicity List of media outlets and others who forward CCCA notices.
- Send notices and CCCA announcement to the Publicity List as requested

- Send Community Program announcements according to due dates in Publicity Checklist

### **Newsletter**

- Create monthly newsletter for distribution to “Friends of CCCA” group.
- Distribute information and announcements to “Friends of CCCA” group as requested.

### **Partner Organization Liaison**

- Maintain list of POCs of CCCA Partner Organizations, updating annually as needed.
- Distribute information, announcements and invitations to Partners as requested.

### **Essential Qualifications**

- Self-starter, independent worker.
- Strong organizational skills and with attention to detail.
- Competence and experience with Word, Excel, PowerPoint, Outlook, and Google Suite.

### **Desired Qualifications**

- Prior experience creating newsletters using iContact, MailChimp, or similar program
- Prior experience with CRM software, specifically Neon One.
- Understanding and appreciation of the conservation challenges facing Comal County.

### **Compensation**

Part-time employment based in Comal County with flexible remote-work schedule; 20-25 hours per week with opportunity for additional hours. Pay rate = \$15-\$25 per hour depending on experience.

### **Applications**

Applications will be reviewed as they are received. Desired start date is immediately.

The Comal County Conservation Alliance is proud to be an Affirmative Action and Equal Opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, or genetic information.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed, we encourage you to apply. Applying gives you the opportunity to be considered.

Please send a cover letter, resume and three references to Ryan Spencer, Executive Director, at [ryan@comalconservation.org](mailto:ryan@comalconservation.org) with the following Subject Line:

APPLICATION FOR ADMINISTRATIVE COORDINATOR POSITION.

No phone calls. Position open until filled.