

## **Job Description**

### **Office and Communications Coordinator**

This person supports the efficient operation of the organization to assist staff and volunteers in providing unique and impactful outdoor-based mentoring programs for youth in our valley, as well as grow the organization so that more youth can be served.

Excellent administration, financial tracking, writing and overall organizational skills are crucial for the outdoor-based mentoring services that B.E.A.R. provides. Communications, graphic design, marketing and fundraising experience are a plus for this position. Someone who is a good fit for this job will want to assist with all of those aspects in the best way possible in order to positively impact kids' lives and inspire them to be good stewards of our planet. Qualified candidates will be able to adapt to shifting daily tasks and be a strong and positive support to the Executive Director.

**Part-time position: 20 hours/week: 5 hours each Tuesday – Thursday; remaining hours divided Monday and Friday; flexible times of day between 8 AM – 6 PM**

- Pay range between \$15 - \$17/hr
- Occasional additional hours including evenings and weekends may be required
- Benefits include sick, annual leave, and holiday time and health benefit wage of \$100/month
- Most work is done in the office with Covid safety measures in place. Some work may be done remotely depending on the needs of the organization and isolation orders.

**\*Please send a resume and cover letter. Position opened until filled\***

### **Duties and Responsibilities**

#### **Administrative:**

1. Answer the phone, file documents, clean the office, order office supplies, maintain outside grounds as directed. Develop and distribute plans and calendars to coordinate effective office management. Oversee the coordination of Covid safe office practices.
2. Run errands to purchase supplies, mail correspondence, drop off and pick up event items, etc.
3. Prepare and assist in preparing documents including thank you notes, agency forms, correspondence and fundraising letters, grant reports and other documents.
4. Organize and/or update documents, spreadsheets, and databases: board meeting documents, participant and program evaluation spreadsheets, funder database, contact lists.
5. Develop and oversee, in partnership with Executive Director, a coordinated communications and donor engagement plan using direct mail, social media, email lists, phone calls, texts, posters, advertising and more.
6. Publicize events by assisting with preparation of mailings, posting public service announcements, hanging flyers, contacting community organizations, calling/texting/emailing individual stakeholders.
7. Oversee and coordinate community event set up, take down and staffing information tables, when applicable
8. Work to lessen the organization's negative effects and increase its positive effects on the environment whenever possible (reuse material and supplies, recycle, reduce use of non-renewable resources, etc.)
9. Communicate with Executive Director when any legal, ethical, or moral concern arises and before representing B.E.A.R. in the media
10. Follow all Personnel Policies and Covid safety guidelines and assist Executive Director in coordinating staff training and adherence to Personnel Policies

**Financial:**

1. Follow all agency financial procedures including completing accurate time sheets, reimbursement forms, and purchase orders before spending any of the organization's funds
2. Assist with bookkeeping tasks: assist with financial grant reporting, budgeting tasks, input and classify transactions made in company financial books, prepare bill payment, ensure all receipts, invoices and other documentation are correctly filed, prepare invoices for customers
3. Assist in developing new financial policies and ensuring all staff are trained in financial policies and procedures

**Program:**

1. Occasionally assist Program Coordinators with outdoor-based youth mentoring activities, if needed due to staff shortages
2. Develop, maintain and monitor inventory system of office and program equipment
3. Portray B.E.A.R. positively in the community
4. Follow all Youth Services Policies including maintain confidentiality of participants as described in Confidentiality Agreement
5. Assist with maintenance and upkeep of the Ropes Course Challenge Course as assigned

\*Other duties may be assigned related to the functioning of the B.E.A.R. office and its program

**Qualifications:**

1. Excellent organizational skills and attention to detail
2. Proficiency using Word, Excel, Publisher, Power Point, Prezi, Canva, Quickbooks, internet resources, donor database and more (training for accounting system and database may be completed after hire)
3. Ability to compose well-written letters; good typing and editing skills
4. Experience with implementing communications plans, social media outreach, email services preferred
5. Proficiency in time management: productivity, efficiency, and prioritizing
6. Good problem solving skills
7. Ability to interact positively with diverse youth
8. Excellent communication skills with diverse groups: staff, participants, parents, community partners
9. Ability to openly give and receive feedback
10. Adeptness working independently as well as on a team
11. Ability to be flexible within shifting staff and program needs
12. Strengths-based, positive attitude a must
13. Bachelor's degree or equivalent
14. Graphic design and marketing skills helpful
15. Criminal background check required

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made, if available,

to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to sit for extended periods and balance, stand, walk, stoop, kneel, crawl, and crouch. The employee may be required to lift and/or move up to 50 pounds. Duties typically require close vision, distance vision, and adjusting focus as well as continuous talking, hearing and seeing including the ability to hear and talk by phone. In addition, duties typically require manual dexterity for the operation of office equipment including computer, copier, and phone. If assisting with program activities during staff shortages, walking for up to eight miles with a backpack, boat and snow travel and assisting in facilitating ropes challenge course activities may be required. Work may be performed under stressful situations including working with the public during the pandemic.

### **Equal Employment Opportunity and Non-Discrimination Statement**

B.E.A.R., Inc. is an equal opportunity employer. B.E.A.R., Inc. does not discriminate against or act in favor of any employee, applicant, or program participant because of race, ethnicity, national origin, sex, religion, creed, marital or veteran's status, age, health, the presence of a disability, sexual orientation, gender identity or any other basis prohibited by local, state, or federal laws.

B.E.A.R., Inc. recognizes the value of a culturally diverse work force and program participant group and is committed to equal employment opportunity to all qualified applicants and employees, as well as non-discrimination of all program participants and other community partners. Every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. Engaging in any act that discriminates against or constitutes harassment against an employee will not be tolerated.

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