

SUSTAINABLE HUDSON VALLEY IS HIRING! Administrative and Communications Coordinator



Sustainable Hudson Valley is hiring an Administrative and Communications Coordinator who will assist the Executive Director with implementation of programs and development of resources for our growing regional organization. Working in SHV's Rhinebeck office, this staffer will play a highly visible role in organizing day-to-day work and taking on special projects in research, writing, graphic design and volunteer coordination. Half time to start. Position begins September 3, 2019 and is funded at least through March, 2020 with likelihood of continuing. Starting compensation \$15 – 18/hour based on qualifications and experience.

Responsibilities:

In close communication with the Executive Director and Executive Committee (board chair, secretary and treasurer), this core staff member will manage a portfolio of assigned responsibilities for administration, internal and external communications, including:

- building and organizing contact lists for email, print, broadcast and social media communications;
- designing and sending out effective email blasts
- drafting media outreach materials and information kits, and helping to secure media coverage;
- creating custom outreach materials such as brochures, posters and flyers
- coordinating educational events and outreach, especially with youth
- supervising volunteers on special projects
- monthly calendar and website updates
- developing fundraising prospect lists
- supporting the Executive Director in scheduling and meeting management
- ordering and organizing supplies
- tracking payables and receivables, and coordinating bill-paying and invoicing
- logging and coding financial transactions
- preparing board meeting agendas, attending quarterly board meetings and taking notes

- making recommendations to improve administration, communications and financial management systems and practices as the organization grows.

Qualifications: Self-motivated and well-organized, the successful candidate will be an effective verbal and written communicator who is eager to learn and problem-solve. The Coordinator is proficient with MS Word, Excel and Powerpoint, and willing to learn online tools such as Constant Contact (email marketing) and Xero (financial management software). The Coordinator takes on routine tasks with the support of the Executive Director, and over time creates systems for implementing these tasks more and more effectively, growing the responsibility and impact of the position in the process.

Work environment, training and development: Sustainable Hudson Valley values the contributions of every staff member and volunteer. While the position will be closely supervised at the outset, initiative and responsibility are encouraged. The opportunity to work with project partners, board members, and volunteers at every level of experience will create a learning environment for growth.

To apply: Send resume, cover letter, three recent references and (optional) work samples that particularly reflect your skills, to: Executive Director Melissa Everett, email everett@sustainhv.org. Equal Opportunity/ Affirmative Action employer. Please apply by August 16, 2019.