

**JOB OPPORTUNITY:
COMMUNICATIONS AND ADMINISTRATIVE COORDINATOR**

Are you organized, self-motivated, and ready to work within a friendly, mission-driven organization? Do you want to work in a place where your time, talents, and interests play a critical role in support of the health and vitality of our nation's working forests and forest-rich communities? The U.S. Endowment for Forestry and Communities (Endowment) seeks to add a new member to our small team located at its Greenville, SC headquarters. The newly created, full-time position of Communications and Administrative Coordinator will report to the Manager, Grants and Contract Compliance and will be located in the Greenville office.

The duties for this position entail: leading communications, including both external outreach to the Endowment's various audiences and communications to staff, partners, and Board members; overseeing office systems, contracts, and office supply procurement; planning and coordinating all Endowment events including Board meetings, all-staff meetings and project events; and supporting the Endowment's grant database and programmatic partners.

Please send a cover letter, resumé, and up to three professional references to Aleta Rogers at aleta@usendowment.org by 12/31/2020. An Endowment staff member will contact you if we determine that there is a match with our needs and your background.

JOB DETAILS:

Job Title: Communications and Administrative Coordinator

Location: Greenville, SC

Full-time/Part-time: Full-Time

SPECIFIC JOB RESPONSIBILITIES (TO INCLUDE BUT NOT BE LIMITED TO):

Communications

- Organizational lead on communications including press releases, board and staff stories, and events
- Update website including regular postings of Endowment press releases and relevant content
- Send Communications via MailChimp to our listserv and other audiences
- Manage Endowment's presence on social media – Facebook, Twitter, LinkedIn etc.
- Coordinate with COO and staff on annual report development
- Assist with developing presentation materials

- Work with Program Officers and consultants to develop program impact reports and special communications
- Assist Program Officers with arranging educational webinars

Board Support

- Organizational lead for planning, scheduling, and managing Board and Committee Meetings
- Plan in-person Board meetings, including lodging, food etc.
- Responsible for managing and posting of materials developed by team members to Diligent Boards software

Office

- Oversee office maintenance contracts (cleaning, pest, grounds, and major equipment service contracts (e.g. HVAC) and ensure compliance with office regulatory requirements(e.g. recharge of fire extinguishers, emergency lights)
- Procure needed office products from paper to computers
- Help troubleshoot office technology issues and assist with cybersecurity efforts
- Lead in planning quarterly off-site locations and logistics for staff
- Assist with scheduling for President & CEO and other team members as needed

Grants & Contracts

- Support the Manager, Grant and Contract Compliance with grants management
- Assist with preparation of grant applications and proposal submissions as needed
- Ensure adequate backup and cross-training to support FoundationConnect, our Salesforce-based grants management system

Other/Miscellaneous

- Other duties as assigned

REQUIREMENTS AND PREFERRED SKILLS

- U.S. citizen or non-citizen with all appropriate visas and paperwork
- Bachelor's degree
- Five-years professional experience preferred
- Experience in communications and social media including Twitter, Facebook, and LinkedIn

- Strong writing and editing skills including previous experience creating press releases or other written content at a professional level
- Proficient in Office 365 applications
- Experience with Salesforce or another CRM database a plus
- Previous experience communicating with an organization's Board members preferred
- Experience in event/meeting planning and office administration preferred
- Highly self-motivated and ability to independently work on multiple projects at once
- Must be detail oriented and highly organized
- Adept at working with both remote and local office staff
- Works well in a dynamic work environment, responding to multiple program areas and organizational needs
- A positive attitude and the ability to problem solve are a must!

COMPENSATION:

- The Endowment offers a competitive salary commensurate with responsibilities and work experience and a full benefits package including health and dental insurance, retirement account(s), and paid time off.

The U.S. Endowment for Forestry and Communities is an Equal Opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.