



## WILDLANDS RESTORATION VOLUNTEER JOB ANNOUNCEMENT

Title of Position: Administrative Coordinator  
Status: Full-Time  
Location: Longmont, CO  
Job Announcement Date: June 2, 2021

Wildlands Restoration Volunteers seeks an Administrative Coordinator to manage the Longmont office, and to provide administrative, program and event support to support a year-round team of experienced staff who work closely with a large corps of dedicated and inspiring volunteers. WRV is a lean and highly effective organization that relies on the flexibility of staff to accomplish a wide variety of work. This position will be in-person at our Longmont office. Preferences for occasional remote work can be considered in the future.

### Required Skills:

- Proficient with Microsoft Office (Excel, Word, Outlook), databases, and other technology
- Minimum of two years of relevant experience
- Experience managing an office, making calls and answering phones, and with customer service
- Experience with data entry and electronic file organization
- Ability to prioritize and manage several tasks simultaneously
- Excellent written and verbal communication skills
- Ability to work independently or as part of a team
- Working knowledge of office equipment

### Preferred Skills / Background:

- Bi-lingual English/Spanish
- Experience working with donors
- Experience using eTapestry and/or VolunteerHub software systems

**APPLICATION PROCESS:** Please email your resume and cover letter to [jobs@wlr.org](mailto:jobs@wlr.org). Applications will be reviewed starting June 30th and will continue to be reviewed until position is filled.

**Compensation:** Compensation will be \$20 per hour, plus benefits that include a monthly healthcare stipend, access to a Simple IRA with up to 3% employer match, 15 days of PTO (to start) and 11 paid holidays.

**About Wildlands Restoration Volunteers:** WRV is a 501(c)(3) non-profit organization, based in Boulder/Longmont and Fort Collins, Colorado. WRV connects people with nature and promotes community-based involvement in the care of public lands. We engage volunteers (youth and adults) in a wide variety of hands-on ecological restoration and other land stewardship activities. Volunteers see the positive impact they can have on our public lands and develop a deep love of the places they have helped to heal. As a force for empowering individuals to "make a difference," since 1999, we have completed over 1,350 projects, with over \$14 million of



volunteer time contributed toward the stewardship and restoration of natural areas across Colorado and beyond. Before applying for this position, please visit our website at [www.wlrv.org](http://www.wlrv.org).

## **Job Description**

### **Administrative Coordinator**

The Administrative Coordinator is a diverse role focused on administrative support and operations management. Below is a breakdown of role responsibilities. Balance varies seasonally.

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#### **Philanthropy Administration (40%)**

- Enter donor and gift data into donor database; regularly check accuracy of records.
- Write donor thank you notes and tax acknowledgement letters.
- Collate and mail membership renewal letters, event invitations, etc.
- Support the creation and distribution of the bi-annual donor newsletter.

#### **Program Support (35%)**

- Serve as front-line interface (phone, email, in-person) with volunteers and partners.
- Assist staff with volunteer recruitment and management activities.
- Support the creation and distribution of bi-weekly Project Digests.
- Support planning of annual events such as Spring Potluck, Volunteer Appreciation Dinner, Team Night, and other major non-project events.

#### **Office / Facilities Management (25%)**

- Maintain a well-functioning office and on-site toolshed.
- Manage mail system and other documents.
- Serve as fleet manager for WRV vehicles.
- Collate information for meetings / grants / audits, etc.
- Manage inventory of collateral materials (e.g. brochures, letterhead, t-shirts, etc.)

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. Selection and retention in this position is contingent on a successful background investigation.

Wildlands Restoration Volunteers does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy, gender identity and/or gender expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

WRV will provide reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process

should contact WRV directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Inclusiveness Statement:** Wildlands Restoration Volunteers is committed to providing an inclusive environment for our community. We welcome and value all ideas, experiences, and abilities, and we encourage individuals with diverse perspectives and backgrounds to apply. WRV is committed to creating an environment for our community that attracts, supports, and engages all people, and strives to embrace differences in experience, background, access to resources, or historical representation.