



# EarthWalk Vermont

growing community rooted in nature

## Office Administrator

### *Job Description*

### **About EarthWalk Vermont**

EarthWalk Vermont, founded in 2005, is a non-profit community and nature-based education organization located on Goddard College Campus in Plainfield, Vermont. EarthWalk's mission is to inspire and empower children, families, and communities to reconnect with and care for one another and the Earth. EarthWalk offers year-round education programs including: EarthWalk Village School, After-school programs, Summer Camps, Mentor Apprenticeship, and a growing Field Institute for adults. EarthWalk is an affiliate of the Wilderness Awareness School of Duval, Washington, which is a guiding partner in a network of over three hundred nature mentoring schools located around the world.

### **Job Summary**

The Office Administrator plays a key role in the day-to-day operations and administrative needs of the EarthWalk office and staff. The Office Administrator ensures a high degree of professionalism, attention to detail and commitment to accuracy, quality customer service, and exemplary community relations. The Office Administrator will organize and implement standard operating procedures in order to ensure organizational effectiveness, efficiency and safety. Office Administrator responsibilities include data management, responding to phone and email inquiries, keeping the office equipped and functioning, greeting visitors, supporting outreach efforts, and providing general administrative support to EarthWalk staff.

### **Collaboration**

- The Office Administrator reports directly to the Executive Director.
- The Office Administrator does not directly oversee any staff.
- The Office Administrator works closely with the Development Manager, Youth Programs Director and Executive Director to comprise the Admin Team that works collaboratively to understand and ensure financial and operational well-being.

### **Schedule**

This is a part-time hourly position requiring 15 hours/week.

### **Job Responsibilities**

#### *Communication & Program Administration*

- Provide excellent communications with and between EarthWalk's constituents including staff, families, businesses, and the community;
- Attend to incoming phone calls and email correspondence in a timely and professional manner;
- Provide administrative support to conduct program and fundraising outreach efforts, including monthly e-newsletters, creating and distributing flyers, updating the website, placing paid advertisements, sending out appeal letters, and posting regularly to social media to advertise programs and build visibility;
- Provide marketing support as needed such as editing, proofreading, and working with external service-providers;
- Manage all program registration processes and associated databases, including student enrollment;
- Support production of outreach and program materials, resources and correspondence;
- Serve as the point person for maintenance, mailing, shipping, supplies, equipment, bills and errands;



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- Participate actively in the planning and execution of EarthWalk events; and
- Support and update the organizational and program calendars.

## *Workspace Administration*

- Ensures care and upkeep of office facilities and systems, including phones, computers, printers, and general use of office building space; orders and manages all merchandise and supplies;
- Facilitate and troubleshoot office equipment and technology;
- Organize and implement standard operating procedures in order to ensure organizational effectiveness, efficiency and safety;
- Ensure filing and recordkeeping systems are maintained and current;
- Ensure security, integrity and confidentiality of data;
- Monitor and maintain office supplies;
- Maintain a safe and secure working environment;
- Complete other duties as required or as time allows, including the possibility of working on additional programs or initiatives that are a good match for the Office Administrator's skill set; and
- Support the documentation and implementation of human resources policies and procedures.

## **Required Qualifications**

- An interest in nature-based education and the EarthWalk mission;
- Demonstrated experience with business or nonprofit administration;
- A friendly presence with an ability to communicate effectively with diverse groups of people, including children, coworkers, parents, community members and collaborators;
- Possess strong attention to detail, a high level of integrity, a positive attitude and comfort with self-direction; and
- Well organized, task oriented, flexible and enjoys the administrative challenges of supporting an office of diverse people;
- Experienced in using Microsoft Office suite, online databases, email marketing software, social media, and website platforms.

## **Preferred Qualifications**

- A desire to commit long term; and
- A commitment to improvement through professional development.

## **Physical Requirements**

- Able to lift at least 50 lbs.
- Continually able to sit at a desk and work in an office setting to execute job responsibilities
- Proficiently use computer-based software programs
- Occasional off-site travel as needed for program delivery and special events

***EarthWalk Vermont provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, national origin, age, disability, or genetics.***