



P.O. Box 486 Arroyo Seco, New Mexico 87514 575-770-2391 www.fitaos.org

ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

About Field Institute of Taos: FITaos is a 501(c)3 nonprofit with a mission of providing active, hands-on, nature-based outdoor education & promoting healthy lifestyles. We have led programs and positively impacted thousands of children since 1996. Programs include summer, after school, school, community outreach, and special events. We believe all children need and deserve access to nature for play, learning, and healthy growth of mind and body.

Position Description: This new position will expand our team and allow FITaos to continue to grow and thrive with an ultimate goal of expanded year-round outdoor education opportunities. We are seeking an experienced juggler of all things office and communications related. Skills required include computer knowledge, ability to write well-crafted letters, emails and newsletters, social media expertise, positive communication skills, organizational talent, and fundraising support. This person is a reliable, creative, independent, positive, flexible worker with excellent attention to detail and a passion for our mission.

SALARY, HOURS and BENEFITS: Part time with flexible hours between 15-20 per week, varying seasonally. Starting at \$20 per hour. Remote work possible during winter months. Eligible for year-end bonus based on performance. Occasional weekend work required.

The Administrative Coordinator will:

- *Have high-energy and a passion for the outdoors, lead a healthy lifestyle, and have excellent communication skills,
- *Work in alignment with FITaos mission and goals to support programs and organizational infrastructure,
- *Be creative and have the desire to work hard and make a difference,
- *Support the Executive Director, Program Director, and other staff on programs and projects.

REQUIRED QUALIFICATIONS:

- *Knowledge of and strong belief in the FITaos mission, vision, and goals
- *Applicants must be at least 21 years of age
- *Must be fully vaccinated against COVID-19
- *Pre-employment background check is required

KNOWLEDGE and SKILLS:

- *Very strong written communication skills
- *Experience in nonprofit world
- *Ability to verbally communicate with all types of parents, donors, and staff in a positive, supportive, and clear manner
- *Excellent computer skills in Google Drive and Microsoft Office with the ability to learn new cloud-based programs
- *Exceptional attention to detail and ability to organize and prioritize tasks and meet deadlines
- *Reliable and trustworthy with a strong work ethic, sense of humor, and ability to listen and learn
- *Maintain a positive attitude
- *Comfortable giving and receiving feedback
- *Commitment to equity and inclusion and supporting a positive community work culture
- *Flexibility, adaptability, and capacity to work with a team as well as independently in a changing work environment
- *Willing and able to ask individuals and businesses for cash and product donations
- *Loves kids, families, and Taos

ROLES and RESPONSIBILITIES:

- *Support Executive Director, Board of Directors, Program Director, and staff
- *Maintain positive organization reputation with partners, families, donors, and community
- *Attend and support community outreach and fundraising events
- *Maintain staff paperwork (organize and maintain privacy)
- *Support working relationships with schools and community organizations (manage contracts, tracking invoices and payments, communications).
- *Support Program Director in acquiring, organizing, maintaining necessary supplies and materials for programs
- *Consistently provide friendly, courteous, respectful service, interact with integrity and professionalism with participants, parents, teachers, staff, and the community
- *Support Staff and Youth Leader training (with Executive Director and staff support)
- *Uphold FITaos mission, vision, policies, and procedures by creating and maintaining a healthy, supportive staff culture
- *Support proper care and maintenance of FITaos property and gear.
- *Manage online registration and collect unpaid program fees
- *Communications and PR: emails, newsletters, fliers, web and social media content maintaining clear, consistent messaging true to mission and brand in collaboration with Executive Director and Program Director.
- *Event planning and support including recruiting and managing volunteers
- *Create engaging materials supporting program needs, working with Program Director, Executive Director, and staff
- *Assist with financial matters including Quickbooks, bank deposits, payroll support, paying bills
- *Donor and business sponsor outreach, thank you notes, and follow up
- *Assist in finding and writing grants, as needed
- *Organize office and files
- *Work on special projects supporting the FITaos mission and programs
- *Assist Executive Director and Program Director with ongoing duties and special projects
- *Other duties, as assigned
- *Job description may be modified, as needed

PHYSICAL REQUIREMENTS: Ability to work up to 8 hours at a desk, talk on a phone, use a computer. Ability to occasionally work events that require applicant to be outdoors and standing for up to 8 hours.

FITaos is an equal opportunity employer that does not discriminate on the basis of race, color, religion, gender, age, national origin, marital status, sexual orientation, or disability. We welcome and encourage applicants that help us achieve a workforce with a diversity of backgrounds, experiences, perspectives, and skills.

To apply: Download an application at <https://www.fitaos.org/who-we-are/available-positions/> and submit it, along with a resume and cover letter to: Susie Fiore, Executive Director, at info@fitaos.org or mail to: PO Box 486 Arroyo Seco, NM 87514

We will be accepting applications until February 21, 2022.