



Wilderness Youth Project

Administrative Coordinator

About Us: Wilderness Youth Project (WYP), founded in 1999, nurtures smarter, healthier and happier children who feel a sustained connection to nature and are peaceful, self-aware community members. WYP connects kids to nature in small groups guided by expert mentors during the school day, after school and in summer. We know that all children need nature: not just the ones whose families have privilege and easy access to nature and not only those of a certain race or economic class or culture or gender or sexual identity or language or set of abilities.

About this job: This administrative role ensures the smooth operations of our organization including communications (with staff, families, broader community), fundraising, and maintaining a clean/organized office environment.

Primary Duties

- ~Answers main phone line and forwards as needed
- ~Available as first contact for staff & visitors - assists with a majority of requests and delegates out tasks to appropriate team members
- ~Participates vigorously in our learning culture (as in we are all learning together!)
- ~Receives and processes mail
- ~Accounts Payable/Accounts Receivable
- ~Available for a broad range of other logistics, coordination and general administrative support to WYP's team members
- ~Serves as an internal resource to administrators and team members on departmental and company procedures
- ~Performs administrative duties associated with scheduling and coordinating meetings and planning events
- ~Arranges with vendors for services, prepares agendas, gathers and organizes supporting information, and oversees production and distribution of related materials
- ~Oversees office operations
- ~Schedules, assigns and prioritizes workload by setting appropriate deadlines
- ~Handles purchasing of office and program supplies
- ~Also possibility to go out in the field with youth as support staff for one afternoon a week during school year and 1 week of summer camp (if interested)

Minimum Qualifications

- ~Ability to deal well with interruptions and manage many disparate tasks simultaneously
- ~Passion for justice, equity, diversity, inclusion, education and nature
- ~Experience in nonprofit or business administration
- ~Proficient English and Spanish, (speaking)
- ~Excellent written and verbal communication skills (English)
- ~Mastery of computer systems including Google Drive, Sheets, and other apps
- ~Superior email and telephone skills

Desired Qualifications or Experience

- ~Committed to personal and professional growth
- ~Team focus
- ~Bilingual English and Spanish (speaking/writing)
- ~Love of learning
- ~Salesforce (CRM) data entry experience
- ~Basic graphics editing, experience with Adobe Creative Suite/ Canva / or similar

Compensation & Benefits

Full time, hourly position, \$18-\$20/hr DOE

WYP offers a benefits package for our full time employees including:

- Paid vacation and sick time
- \$400/\$450 a month stipend (over age 40 receives \$450)
- Free WYP programs for staff children
- Generous staff training opportunities
- 403b retirement plan
- A commitment to work-life balance and fun, self-driven working environment

How to Apply: Applicants should first carefully review the minimum and desired qualifications and the Wilderness Youth Project website. After that, please submit the following: 1) Cover letter that addresses the alignment of your experience and interests with the position as outlined above and the Wilderness Youth Project mission, 2) Resume, 3) a list of 3-5 references. Submit applications via e-mail in the pdf file format to Erika Lindemann, jobs@wyp.org. Initial correspondence via e-mail is preferred. We will continue reviewing applications until the position is filled. We will inform you of timelines and next steps within 2 weeks of receiving your application.

WYP is committed to granting [equal employment opportunities](#) to all qualified persons. Affirmative action considerations will be used in the selection process.