



JOB ANNOUNCEMENT

Position: Administrative and Events Coordinator
Reports To: Executive Director
Supervises: None
Hours: 20 hrs/week
Salary: Pay range \$13-18/hour, depending on experience
Benefits: Stipend paid for holidays and vacation time, flexible scheduling
Deadline: Open until filled, applications received before 5 p.m. on May 19, 2017, will receive priority in review.

The Intertwine Alliance

The Intertwine Alliance is a coalition of 165 organizations working across sectors and jurisdictional lines to increase access and availability to nature in the Portland-Vancouver urban region.

The Alliance was built over many years, but was formally launched as a nonprofit in July 2011. The Alliance is a fast growing and highly dynamic organization, and is at the center of many of the region's most significant natural area initiatives. The Administrative and Events Coordinator will be part of an innovative, close-knit team working to integrate nature more deeply into the fabric of the Portland-Vancouver area -- thereby changing the face of the metropolitan region. Learn more about The Alliance at theintertwine.org.

Position Summary

The Administrative and Events Coordinator is a critical position working to support the staff with ongoing administrative and programmatic needs. This includes but is not limited to office and administrative tasks, internal and external communications, managing payments and deposits, partner communications, program support, and event coordination. This position works directly with all members of The Intertwine Alliance team as well as with partners in The Alliance.

Responsibilities

Responsibilities include but are not limited to the following:

Partner Management:

- Monthly review of partner status, including invoicing partners
- Write reminder emails regarding invoices
- Process new partners and partnership renewals
- Update and maintain contact database
- Respond to communications with partners as needed

Meetings and Events:

- Coordinate logistics for meetings of various size
- Take meeting minutes for board and core group meetings
- Draft invitation emails and send meeting invitations and reminders
- Design and print event materials including agendas, handouts, and attendee badges
- Order and coordinate catering needs for larger meetings
- Provide logistical assistance at larger events

Administration:

- Coordinate and implement printing jobs
- Deposit checks
- Pay invoices
- Manage office needs and purchase supplies
- Organize staff online folders in Google Drive
- Work with bookkeeper and manage bookkeeping receipts and invoices
- Manage and coordinate maintenance of office systems, including phones and computers

Website and Communications:

- Written and verbal correspondence with partners, potential partners, board, and core group
- Help manage, update, and edit website or other communications-related content

Potential additional activities:

- Attract and engage new partners
- Attend meetings and events on behalf of the organization
- Other tasks as assigned

Education, Skills and Knowledge

Required:

- Strong computer and software skills
- Knowledge of Microsoft Excel and Word
- Good written and verbal communication skills
- Customer service skills
- Ability to anticipate needs and manage time effectively
- Collaborative approach to work, strong team player
- Ability to solve problems independently and know when to ask for help
- Interest in learning and being part of a small team
- Ability to work within a deadline when necessary
- Excellent attention to detail
- 2 years of professional experience in an office or service setting, or equivalent transferable skills or education

Desired:

- Experience or knowledge of office skills
- Experience working as part of a team
- Willing to take on new tasks and to grow professionally
- Experience updating and maintaining websites and/or databases a plus
- Experience in managing large events a plus
- Passion for nature and promotion of outdoor activities and recreation

Transportation Information

- This position will require attendance at off-site meetings. The applicant must have the ability to get around town and possibly into other parts of the four-county (Multnomah, Washington, Clackamas and Clark) region on their own. We value active transportation and public transportation, and can provide access to a Car2Go account and/or a transit pass for certain situations.

Equal Opportunity

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. The Intertwine Alliance is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. The Intertwine Alliance is an equal opportunity employer and does not discriminate in its employment decisions.

The Intertwine Alliance provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request a reasonable accommodation at any point in the employment process.

To Apply

Please submit a cover letter and resume, as separate PDF attachments, that describe your interest in the job and how your background and work experience make you a good fit for this position to info@theintertwine.org with the words “Administrative & Events Coordinator Application” and your full name in the subject line.