

## **Glynn Environmental Coalition (GEC)** **Announcement—Office Manager**

Posted: February 7, 2023

*The GEC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. At the GEC, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our initiatives and Georgia's natural resources.*

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### **Summary**

GEC was founded in 1990. Its mission is to assure a clean environment and healthy economy for citizens of coastal Georgia. GEC engages residents who live, work, and play in neighborhoods near hazardous waste sites and active polluting industries; have poor air and water quality; or who face impacts from climate change. GEC advocates for environmental justice and works to empower affected citizens by organizing them around a united vision for change.

GEC is seeking a qualified, professional Office Manager to join its team for this important mission. The Office Manager will assist the Executive Director in overseeing and managing business operations. Other duties encompassed by the position will include financial management, including bill paying and tracking; grant tracking and reporting; facilities and database management; and communications.

### **Primary Tasks and Responsibilities**

#### **Office Management (40%)**

- Communications—Answer phones; talk to members and public; and check mail, voicemail, and emails. Assist Executive Director in maintaining communications databases; coordinating membership and volunteer communications.
- Time Management—Triage incoming correspondence to organization and to Executive Director (email and written).
- Supply Management—Order appropriate supplies and materials.
- Employee / Contractor Resources—Maintain employee and consultant forms and other required documentation.
- Vendor Relations—Work with third parties such as accounting firm, law firms, and others.
- Organization Management—Oversee appropriate health and fire inspections and posting of appropriate notices; train personnel as needed on health and safety regulations; 501(c)(3) tax-exempt records, and more.

#### **Finance Management (40%)**

- Financial Reconciliation—Enter accounting information into electronic system, budget and cash flow statements, deposits and check register, accounts payable/receivable, and bank reconciliation.
- Grants Tracking and Reporting—Work with Executive Director and Treasurer to establish system to track and report grants data to foundations and agencies. Implement and manage system.

#### **Fundraising / Member Engagement / Event Management (10%)**

- Assist Executive Director in routine fundraising activities such as the Fall membership appeal, GA Gives Day, end of year campaign, and corporate funding campaigns.
- Recruit volunteers to support engagement activities. Maintain GEC membership databases, communications—expiration letters and donation thank you letters.

- Assist Executive Director in planning GEC events. This includes but is not limited to reserving space for events, acquiring speakers, purchasing supplies, and other tasks that arise in event preparations. Send all events to the media at least 14 days before the event.

### Marketing (10%)

- Assist in managing and updating website on an ongoing basis. This includes but is not limited to: updating event information; updating fundraising campaigns; and updating media/news.
- Assist in managing social media accounts (Facebook, Instagram, Twitter, LinkedIn, etc.). Post all meetings and events to Facebook; Share news articles, images, and other pertinent information; and assist in managing fundraising campaigns via social media.

### Education and Experience

- Bachelor's degree and/or equivalent experience/training in a discipline relevant to the position (Office Management, Office Administration, Business Administration, Finance, etc.)
- Minimum 2 to 3 years of proven experience in a similar position (specifically preference to experience in managing federal grants)

### Preferred Qualifications

- Excellent written and verbal communication skills.
- Well-organized, detail-oriented, and has effective time management skills.
- Experienced working with Microsoft Windows-based systems and Microsoft software (Word, Excel, PowerPoint, etc), QuickBooks, Zoom, Microsoft Teams, and other cloud-based programs (GoogleDrive, Dropbox, etc.)
- Highly responsible, professional, and an independent problem-solver.
- Thoughtful and sensitive about interacting with people from all backgrounds.
- Protection of public health and the environment is a personal value.

### Additional Details

- The position is located at the GEC office in Brunswick, GA, though virtual work may be permitted on occasion.
- 40 hours/week, generally onsite, some nights and weekend may be required.
- Compensation is commensurate with experience, ranging from \$30,000/year to \$40,000/year.
- The position will remain open until filled.

### How to Apply

Interested individuals should submit a cover letter, resume or CV, and three references. In the cover letter, the applicant should describe relevant professional/personal experience, interest, and preferred compensation. Application materials *must* be merged into one (1) PDF document, no more than five (5) pages in length. Completed applications can be submitted via email to [gec@glynnenvironmental.org](mailto:gec@glynnenvironmental.org) with "Office Manager - Application" in the subject line. *Within 72 hours, you will receive an email confirming receipt of your application. **If you do not receive a confirmation email, please call 912-466-934*** (your email likely has gone to spam).

For questions about this opportunity or how to apply, please contact Rachael Thompson by emailing [gec@glynnenvironmental.org](mailto:gec@glynnenvironmental.org) or calling 912-466-0934.

For more information about the Glynn Environmental Coalition, visit [www.glynnenvironmental.org](http://www.glynnenvironmental.org) or our various social media pages.