



1221 Farmers Lane, Suite F
Santa Rosa, CA 95405

707.569.1448
www.SonomaRCD.org

Job Opportunity: Administrative Coordinator

Employer: Sonoma Resource Conservation District

Work Location: Main office in Santa Rosa, Sonoma County, California, with option for partial remote work.

Status: Non-Exempt/ 1.0 FTE (40 hours/week)

Compensation: \$23.00-\$25.50/hour

Posting Date: May 4, 2022

Estimated Start Date: July 2022

Organizational Background

The Sonoma Resource Conservation District (RCD) is a non-regulatory, local government entity empowered to manage soil, water, fish and wildlife resources for conservation. In existence since the 1940s, RCDs are local grassroots conservation delivery systems that identify local conservation problems and guide solutions on a voluntary basis. The RCD covers 85% of Sonoma County, and includes portions of the Russian River, Petaluma River, Sonoma Creek, Stemple Creek, and Gualala River Watersheds.

The RCD has a budget of \$3.7MM and is almost exclusively grant and contract funded. The RCD is governed by a board of directors that are local landowners in the District. We offer a friendly and flexible work environment where our team of 14 dedicated professionals work together to benefit our community and its natural resources. Our mission is carried out through four programs: LandSmart[®] Planning, Water Resources, On-the-Ground, and Education. For more information visit our website at www.sonomarcd.org

Position Summary

The Administrative Coordinator position is a great opportunity for an enthusiastic and personable individual. Under supervision of the Director of Finance, the Administrative Coordinator performs a variety of administrative tasks in an efficient and accurate manner. The individual should be an anticipatory professional who displays a positive attitude, strong work ethic, dependability, and a desire to learn and grow.

Essential Functions

- General office administration, including but not limited to ordering supplies, processing incoming and outgoing mail, scheduling and coordination of meetings, maintaining electronic and paper files, liaising with office vendors, and troubleshooting technological issues.
- Provides Board relations assistance to the Executive Director, including preparation and

distribution of Board packets, recording and preparing meeting minutes, and coordinating Board training requirements.

- Supports the contract administration, fiscal, and HR functions through database and spreadsheet maintenance, coordination of insurance requirements, compilation of billing documentation, and basic bookkeeping activities, including but not limited to posting expenses, handling check runs, and deposits.
- Supports fund development functions by maintaining up-to-date organizational background information, tracking current grant opportunities, and coordinating staff contributions to proposals.
- Other tasks and projects as assigned by the Director of Finance or the Executive Director.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required Qualifications, Knowledge, and Abilities

- At least one year's experience working in a professional office setting.
- Proficiency in Microsoft Word and Excel.
- Ability to prioritize multiple tasks and excellent time management skills.
- Strong written and verbal communication skills.
- Detail-oriented with demonstrated organizational and problem-solving skills.
- Highly motivated to take on new projects with the flexibility to work independently or as part of a team.
- Ability to communicate effectively in English sufficient to convey information and instructions to colleagues, Board members, and the public.
- Must be at least 18 years of age at the time of employment.
- A valid driver's license, vehicle, and proof of auto insurance is required at the time of hire.

Desired But Not Required Qualifications, Knowledge, and Abilities

- Familiarity with MS Outlook and Access.
- Previous bookkeeping experience.
- Experience using Quickbooks accounting software.
- Fluency in written and verbal Spanish.
- Passionate about the conservation of natural resources.

Work Environment

Work in the main office is performed in a professional office environment that includes operation of standard office equipment such as computers, phones, copiers, calculators, and filing cabinets. Moderate noise levels.

Physical Requirements

Work in the office requires frequently remaining in a stationary position, operating a computer and other standard office equipment, conversing by telephone and in person. Some kneeling, bending,

grasping, reaching, and carrying of items weighing up to 30 pounds required. Near and far visual acuity required for expansive reading, computer operation, and editing of documents. Driving required for local travel.

Compensation/Benefits

The Administrative Coordinator compensation is \$23.00-25.50/hour DOQ. Benefits for this position include 100% employee medical coverage; dental and vision insurance with minimal employee contributions; employer-paid life insurance; a SIMPLE IRA retirement plan with 3% employer match; paid time off and holiday leave; and an employee assistance program.

Additional Information

A background investigation is required prior to employment for applicants who receive a conditional offer of employment. Applicants given a conditional offer of employment will be required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further.

How to Apply

Please submit a cover letter, resume, and three (3) references to apettit@sonomarc.org with "Administrative Coordinator" in the subject line. Review of applications will begin on Thursday, May 19, 2022, and continue until the position is filled. **No phone calls please.**

Sonoma Resource Conservation District is an equal opportunity employer. Employment is based on qualifications and competency. We prohibit discrimination based on race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, and any other status protected by state or federal law.