



## Office Coordinator

### Position Summary

The Office Coordinator is responsible for overall office support and managing a variety of administrative tasks— recording and tracking donations, event logistics, completing annual re-certifications and filings, financial recordkeeping, and other functions necessary to run a fast-paced office. Reporting to the Director of Operations and Finance, and working closely with the Executive Director, the Office Coordinator will manage all of the administrative and office functions necessary to the successful operation of the organization and all of its programmatic areas, including Land Acquisition, Land Stewardship, Development, Community Outreach, and Finance, and lend expertise to move important large-scale projects forward, assist with the continuous improvement of internal processes, and develop new processes and systems where needed.

### Core Responsibilities

#### Office Management

- Oversee the front office, including greeting visitors, responding to emails, and keeping the office orderly and presentable
- Manage a multi-line phone system by answering phone calls, setting and checking voicemail, and managing phone system logistics
- Support staff with regular office duties on an ongoing basis
- Serve as a liaison to the Board of Trustees, including setting up board meetings, managing the Board website, tracking attendance, recording minutes, and answering questions as needed
- Manage all records storage
- Manage all annual filings
- Manage grant documentation, tracking, and reporting, including reimbursement request submissions
- Prepare all deposits
- Maintain office supplies and equipment, track and maintain adequate inventory of printed stationery and materials
- Handle incoming and outgoing mail
- Supervise the upkeep, maintenance, and record use of company vehicles

#### Donor Care and Outreach Support

- Support the Development Director and Communications and Outreach Coordinator by assisting with development and community events, including event logistics, registration, and correspondence.
- Prepare donor correspondence on a regular basis including tax receipt letters
- Generate donor reports and mailing lists in the CRM database

### Organizational Support

- Serve as an executive assistant to the Executive Director including calendar management, scheduling appointments, tracking grant requirements and submitting reimbursement requests
- Provide administrative support to Palmer staff
- Serve as a resource for staff and board
- Assist with special projects and other regular duties for staff across the organization on an ongoing basis
- Arrange catering for organization events

### Database Administration

- Serve as an epicenter of all database needs for Palmer staff
- Enter data, maintain clean records, and administer user protocols in Palmer Land Trust's constituent relationship management database, CiviCRM
- Record donation and event data and activity to CiviCRM
- Ensure database integrity by maintaining clean records, undertaking routine database clean up, and entering all records accurately
- Manage event registrations in CiviCRM
- Provide reports as needed

### Accounting and Bookkeeping

- Generate A/R invoices, record revenue and cash and credit card receipt transactions in QuickBooks Online (QBO)
- Manage expense receipts, A/P invoices, and other financial documentation including providing bookkeeping support to staff for coding of expenses
- Monitor and manage the reconciliation of Expensify.com and Bill.com with QBO
- Assist with the timely month end close of the books
- Assist in gathering information for the annual audit

### Human Resources

- Support and assist the Director of Operations and Finance with onboarding of staff and provide systems training

### Other

- Attend staff meetings, board meetings, board retreats, and events, as needed

### **Minimum Qualifications**

- Associate's Degree
- 3+ years successful, related work experience
- Advanced proficiency with Microsoft Office Suite (especially Excel), and a working knowledge of Adobe Acrobat and QuickBooks Online
- Intermediate bookkeeping knowledge
- Proficient typing skills
- Exceptional organizational and multi-tasking skills
- Excellent interpersonal skills
- Ability to work effectively in a collaborative environment, both independently and as a member of a team
- Superb attention to detail
- A strong work ethic and willingness to assist others
- Proven experience working with databases and/or CRM systems

**Preferred Qualifications**

- Bachelor's degree and/or advanced education, training, or experience in accounting administration or non-profit administration
- Experience working with CiviCRM or other nonprofit database
- Commitment to conservation and land protection

Palmer offers a very generous benefits and paid personal leave package. Compensation for this full-time, hourly position is between \$ 16-\$ 18hr dependent on qualifications and experience. The position is based out of Palmer's Colorado Springs office located in beautiful downtown, and in close proximity to ample recreation and open space opportunities.

To apply please send a cover letter and resume to [jobs@palmerlandtrust.org](mailto:jobs@palmerlandtrust.org). Application period open until filled. Palmer Land Trust is an equal opportunity employer.

**About Palmer Land Trust**

Palmer Land Trust's vision is a community united around land as essential to our identity, economy, and quality of life. Our mission is to protect southern Colorado's lands for present and future generations. Palmer's origins are rooted in parks and public open spaces and since our inception in 1977, preserving public open spaces in collaboration with our city and county landowners has been a pillar of our mission. Today, we work in partnership with government partners and private landowners to permanently protect our community's treasures. Palmer has permanently protected 135,890 acres of public open spaces, working farms and ranches, and scenic vistas and wildlife habitat. Palmer is one of the twenty largest local land trusts in the country based upon conserved acreage (there are approximately 1,700 land trusts in the United States), and it is one of the country's first 100 nationally accredited land trusts.