



JOB DESCRIPTION

POSITION: Long Beach Office Coordinator

SALARY RANGE: \$46K – \$70K

STATUS: Non-exempt, Full-Time

DEPT: Administration

POSITION SUMMARY:

The Office Coordinator is responsible for the successful daily operations of the Conservancy's Long Beach office including but not limited to: receiving and processing mail and packages, drafting correspondence for Executive leaders, managing vendor relationships, coordination of property maintenance work requests, shipping and receiving (e.g., FedEx, UPS, Amazon, Office Depot, First Choice), supply inventory coordination and ordering, Executive calendar coordination and scheduling, digital and hard copy record maintenance, and meeting coordination support. The successful candidate will have broad office coordination experience, be able to handle multiple assignments and remain flexible. This person will support the Executive Office and all staff located in Long Beach office with general administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate incoming and outgoing correspondence from Executive leaders, including emails, faxes, mail and packages
- Organize and maintain digital and hard copy records, invoices and other important documentation using SharePoint and other filing processes. Coordinate digitization of hard copy records.
- Draft correspondence as required
- Assist in scheduling meetings to support Executive leaders
- Greet visitors to the office, ensuring guests are comfortable and connected with the right office personnel
- Coordinate schedules for conference room, flex offices and community spaces
- Monitor and order all inventory for office and other materials as needed.
- Coordinate the Long Beach vehicle fleet including charging of electric vehicles, scheduling maintenance and upkeep, occasional vehicle related errands and staff vehicle scheduling requests
- Submit work orders and schedule repairs for general office space and equipment
- Ordering repairs for office equipment and maintenance, connecting with and escorting vendors
- Support the Executive team, Finance team and Development team with special projects as needed
- Provide meeting coordination and execution support to for Long Beach office-based meetings with activities ranging from event set-up, catering, and clean-up.
- Support VIP guests/donors traveling to Catalina Island for Island-based meetings/activities.
- Perform other miscellaneous duties and assignments as required.

PREFERRED QUALIFICATIONS:

KNOWLEDGE/SKILLS:

- Decision Making – Solid decision making ability to prioritize needs and move initiatives forward
- Self-Directed – Excellent organizational and time management skills

- Detail-oriented - Strong attention to detail ensuring correspondence is accurate and timely
- Flexibility – ability to handle multiple assignments with multiple stakeholders; comfortable with ambiguity and frequent changes
- Tech Savvy – Office 365 suite competency (SharePoint, Teams, Excel, PowerPoint, Word), Monday.com, familiarity with CRM databases, experience with migrating paper files to electronic files; experience automating paper processes
- Communication – Ability to take and provide clear direction both verbally and non-verbally; strong oral and written communication skills
- Organizational Skills – Ability to multi-task and maintain organization among busy schedules; know when to delegate tasks
- Ability to work independently with minimal direction
- Attention to detail
- Customer Service – Ability to speak with donors and guests and articulate the mission and goals of the organization.

EDUCATION/EXPERIENCE:

- Preferred Bachelor’s degree with 2-3 years of office administration experience.
- CA Driver’s License.

WORK ENVIRONMENT/ PHYSICAL DEMANDS: The Physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must be able to travel to Catalina Island as needed, including periodic overnight stays. Work location is on-site at the Conservancy Office, Long Beach, CA; the location has moderate noise levels and is a non-smoking environment. The majority of the job duties are performed in an office environment; the employee must occasionally lift and/or move up to 25 pounds.