



# River Bend

NATURE CENTER

## Job Description

### Title: Administrative Coordinator

(Full-Time-32 hours a week, Regular, Non-Exempt)

**Reports to:** Executive Director

### Qualifications / Education / Experience

- Bachelor's Degree in financial management, accounting, or related field. Candidates with comparable combinations of education and experience may be considered.
- Experience in bookkeeping/accounting procedures, database management, nonprofit administrative, membership and fundraising operations, marketing/communications, and/or customer service serving people of all ages, abilities and diverse backgrounds.
- Class D Driver's license.
- Must pass a background check.
- Means of self-transportation during work hours as needed. Proof of meeting Minnesota requirements regarding auto registration and liability insurance.
- First aid / CPR / AED certification a plus.

### Knowledge / Skills / Abilities

#### SPECIFIC TO THIS POSITION

- Ability to
  - maintain confidentiality,
  - work indoors near a door and occasionally outdoors in a variety of temperature extremes and weather conditions and withstand the physical demands of the work which involves some lifting, carrying, stooping, bending, reaching, sitting, and computer use, and
  - tolerate varying noise levels (e.g. excited children visiting with class field trips).
- Detail-oriented, high level of accuracy, and consistency with data entry skills.
- Strong project management and organizational skills with ability to take initiative to shape daily priorities, coordinate long-term projects, meet deadlines working as a team with staff and volunteers.
- Proficiency with computer and online applications (Windows, Google, Office) and ability to learn / use other applications.
- Quickbooks experience and constituent and program management/fundraising software experience preferred.
- Bulk mailing experience preferred.

#### ALL EMPLOYEES

- Ability to
  - Develop and maintain
    - positive relationships with the public and other organizations and entities,
    - strong working relationships with staff, volunteers, and the community,
  - Communicate effectively, orally and in writing,
  - Identify, analyze and solve problems,
  - Plan for safety and follow risk management principles,
  - Achieve work objectives through delegation and good time management,
  - Read, write and communicate in English, and
  - Show energy and passion for the River Bend Nature Center mission.

### Essential Duties

#### SPECIFIC TO THIS POSITION



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1. Financial Management / Accounting / Bookkeeping
  - Manage day-to-day processing of accounts receivable and payable.
  - Reconcile monthly activity, generate reports, and fulfill tax related requirements.
  - Monitor cash flow, account balances, and fund spending spreadsheet.
  - Handle cash and ensure petty cash and change availability.
  - Manage report filing, audit needs, grant contracts, reimbursement requests, and organizational insurance.
  - Maintain and monitor accounting systems and procedures.
  - Ensure accuracy and timeliness of all financial records per accounting procedures and guidelines.
  - Act as liaison to staff on financial report questions.
  
2. Administrative Tasks
  - Coordinate and carry out office procedures and tasks such as: maintain and manage central files, archive and administrative files, recordkeeping, data entry, mail, clerical support, answering phone/visitor inquiries, and ordering office and facility supplies.
  - Manage membership logistics, data entry, acknowledgement processes including member renewals, new member recruitment, and donations.
  - Maintain membership database and produce reports as needed.
  - Coordinate mailings (e.g. thank you, renewal) and other promotions.
  - Assist Executive Director with Annual Report design and update for publication online.
  - Develop a schedule for document, policy and procedure review and ensure schedule is maintained and on track (e.g. employee handbook, document retention, office equipment contracts, insurance policies, contracts, etc.)
  - Implement and monitor administrative budget.
  
3. Human Resources
  - Coordinate payroll, tax, personnel information, and employee benefits processing and recordkeeping.
  - Coordinate new staff orientation. Provide training on administrative functions/equipment (phone etiquette, paperwork, supplies, filing, accounting expenses, etc.).
  
4. Programs
  - Process registrations and payments for programs and manage online registrations and payments.
  - Assist with planning, coordination and implementation of special events.
  
5. Relationships
  - Coordinate job duties, projects, ongoing training and evaluation for receptionist or volunteer receptionist.
  - Implement strategies to attract, recruit, train and motivate volunteers matching volunteer skills and interests to opportunities.
  - Develop strong working relationships with staff, volunteers, and the Board of Directors (e.g. Membership/Development Committee).
  - Provide backup to Marketing & Communications or other employees as needed.
  
6. Other
  - Develop ongoing relationships and nurture potential collaborations with diverse stakeholders and suggest strategies to promote River Bend Nature Center to targeted audiences.
  - Actively support and promote fundraising efforts, assist with coordinating fundraising events and activities.
  - Participate with Board committees.
  - Assist with grant development, researching funding sources, program agreements, and organizational planning.

**ALL EMPLOYEES**



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## NATURE CENTER

- Promote and represent River Bend Nature Center in a professional, responsible manner.
- Handle visitor and public input courteously and responsively with respect for differing opinions and maintain positive relationships across sectors.
- Exhibit professionalism and commitment to the River Bend Nature Center mission, guiding principles and policies.
- Positive, optimistic attitude and willingness to be flexible and work flexible hours including some evenings and weekends.
- Work as a team to integrate organizational operation objectives and actions.
- Work within a budget with fiscally responsible use of resources and purchase of / maintenance of equipment and supplies.
- Maintain accurate records and data collection to facilitate evaluation and ongoing quality improvement.
- Recommend and implement improvements to systems and contribute updates and revisions to operational procedure manual.
- Keep public and work spaces neat and orderly.
- Carry out other duties as directed.

### **How to Apply**

To apply, please send cover letter and resume by Monday, April 24 to:

Breanna Wheeler, Executive Director  
River Bend Nature Center  
PO Box 186  
Faribault, MN 55021

or email [wheeler@rbnc.org](mailto:wheeler@rbnc.org)

River Bend Nature Center was established in 1978 in Faribault, Minnesota and is a private, non-profit nature center located on 743 acres which includes maple basswood forests, restored prairies, wetlands and the Straight River. The mission of River Bend Nature Center is to help people discover, enjoy, understand, and preserve the incredible natural world that surrounds us. To achieve this mission, River Bend Nature Center provides environmental education programs for area schools and public programs and special events for people of all ages and abilities. In addition, there are ten miles of multi-use trails and an interpretive center open to the public year-round. Learn more at [www.rbnc.org](http://www.rbnc.org)