

Administration and Operations Manager 2022 Job Description

Groundwork Southcoast (GWSC) is an environmental justice organization. We work at the intersection of environment and community by investing in youth leadership. In collaboration with the Impact Director, **The Administration and Operations Manager** will lead administration and operations.

Administration (40% of work):

1. Keep software systems, websites, cloud and paper filing and organizational systems up to date
2. Assess and develop administrative systems as needed

Operations (40% of work):

1. Process checks, mail, and hiring paperwork including CORIs/SORIs
2. Track contracts and insure they are executed, reported and invoiced
3. Assess and develop operations systems as needed

Groundwork Southcoast Coordination (30%):

1. Attend all required meetings, foster team coordination, and complete all daily tracking such as CRM, timesheets, etc.
2. Be a part of growing our organization including being willing to do other duties as needed
3. Ensure all staff understand how to access and utilize the systems and procedures of the organization

Qualifications: *Even if some of this sounds like it isn't a perfect fit- please apply! Some of our best team members began as folks who didn't think they were qualified enough to apply at first.*

- Living in/ or having experience in an environmental justice neighborhood
- Administration and Operations experience required and Comfortable using Zoom and online software and Google Drive
- Acceptable CORI & SORI

Compensation: Annual salary of \$50,000.00-\$60,000.00. Employee benefits include employer payment of 75% of health and dental insurance, HRA reimbursement benefits tied to the health insurance, access to voluntarily participate in an FSA, an employer-matched 403B retirement plan, and paid-time off. This is an exempt, full-time position, reporting directly to the Executive Director. The position requires some evening and weekend hours, and very occasional overnights for national conferences, etc.

Hiring Policy: City of New Bedford and Fall River residents and Green Team Alumni are strongly encouraged to apply. GWSC is an equal opportunity employer, committed to maintaining and growing a team that reflects the environmental justice communities we serve with a particular focus on: centering the cultures in our community, People of Color, immigrants, low-income, women, gender non-binary, and neuroatypical folks.

Location: Hybrid; some internal meetings, and donor cultivation in person; GWSC's office is currently in New Bedford

To apply: Applications will be reviewed on a rolling basis. Please submit letter of interest **OR** fill out this application: <https://forms.gle/yaEQEg7JwJo4muXv9>. Please also submit a resume, and two writing samples, one for a grants and one for communications to: Groundwork Southcoast: jobs@groundworksouthcoast.org