Office Administrator & Event Coordinator
South River Federation
Location: Edgewater, MD

Position Description:
The Office Administrator & Event Coordinator is a full-time position that supports the planning, coordination and implementation of regular contacts with members. The position is also responsible for organizing and coordinating office operations and procedures in order to ensure organizational efficiency and effectiveness. The position works in close cooperation with Federation staff and board members to coordinate outreach and communication activities and integrate them with development efforts. The Office Administrator & Event Coordinator must operate in a highly independent fashion setting his/her own schedule and work priorities to meet responsibilities and deadlines. The position will require occasional work in the evenings and on weekends. The position reports to the Executive Director.

Responsibilities:

Program Coordination
- Develop and maintain log of Riverwatcher/Citizen Call complaints and issues. Provide report of outstanding issues at each bi-weekly staff meeting.

Membership Events and Communications
- Support planning, coordination, of implementation of mailings, fundraising events, and public communication in cooperation with staff and Board Committees.
- Manage membership database.
- Create and distribute monthly emails and other communications to members.
- Coordinate preparation and mailing of quarterly newsletters, annual reports, brochures and other print publications.
- Maintain up-to-date and interesting website content to promote programmatic and organizational activities.
- Prepare and distribute press releases, email, and outreach for upcoming events.
- Oversee preparation and distribution of invitations, event tickets, thank you letters and other event publications.

Fundraising
- Support planning, coordination, of implementation of member cultivation and fundraising events, including the Federation’s annual “South River on the Half Shell” auction, in cooperation with staff and Board of Directors.
- Assist in preparing grant proposals and coordinate grant activities including planning and executing grant tasks, overseeing that other tasks are completed in timely fashion, and ensure all funds are properly accounted for. Track grant schedule closely and advise when reports are due.
- Perform other duties as assigned by the Executive Director.

Qualifications:
Excellent organizational skills and stellar attention to detail
- Ability to self-manage time and assignments. Capable of working under pressure and juggling multiple tasks
- Minimum 3 years experience in project management, event organizing, office administration, communications or related areas
- Associate degree required, Bachelors degree preferred
- Proficient in Microsoft Word, Excel, PowerPoint, E-Tapestry or other relational database software, and experience with QuickBooks.
- Solid verbal and written communication skills, including preparing personal written correspondence, typing, editing, proofing and phone etiquette.
- Commitment to South River Federation mission, values and issues, and a passion for the diversity and health of river and watershed ecosystems and the various natural and human activities that depend on them

Compensation:
Competitive, non-profit salary commensurate with skills and experience. Benefits include fun and challenging work environment, generous vacation and holiday leave, health care including dental, life insurance, and matching contribution to retirement savings account after one year of employment.

Organization Background:
The South River is a tidal river located south of Annapolis, Maryland. It is home to many Bay species such as submerged aquatic vegetation, striped bass, great blue herons, osprey, oysters, and blue crabs. The surrounding area is undergoing increasing urban and suburban development and the river is threatened by excess nutrients, sediment runoff, chemical contaminants, and loss of habitat.

The South River Federation is a non-profit conservation and advocacy organization dedicated to protecting, restoring, preserving, and celebrating the South River and its ecosystem. Behind this mission is a growing movement to create a culture of responsible behavior and active involvement by every individual who impacts the South River. Since 1999 the South River Federation has united people who are passionate about the river and the quality of life it brings to its surrounding communities. The Federation is a member of the WATERKEEPER® Alliance. Additional information is available at: www.southriverfederation.net.

Contact:
Please submit your resume and a cover letter to: erik@southriverfederation.net. Please do not call the office with inquiries.

SOUTH RIVER FEDERATION IS AN EQUAL OPPORTUNITY EMPLOYER.