



Job Description **Office Manager & Event Coordinator**

FLSA Status: Exempt
Full time: 40 hrs/wk

Department/Branch: Admin, SB
Date: 7/2019

SUMMARY

The Office Manager/Event Coordinator oversees the facility and office infrastructure for the Environmental Defense Center's Santa Barbara office and helps to maintain basic Information Technology systems. The position is responsible for ordering of supplies and maintaining relationships with vendors and contractors which service EDC's physical plant. The Office Manager & Event Coordinator also manages EDC events, including sponsorship and in-kind donation solicitations, and coordinates volunteers and interns for a variety of purposes.

ESSENTIAL FUNCTIONS of the job include but are not limited to:

Event Coordination

- Lead and/or assist in planning and implementing EDC events including TGIFs, annual fundraiser, volunteer recognition party, house parties, etc
- Secure in-kind donations including food, drink, entertainment, auction items, and raffle items
- Support the drive for auction donation solicitation for annual fundraiser
- Help to ensure that incoming event revenue is processed
- Provide data entry and data management support in coordination with the Development Coordinator

Office Management

- Maintain lists of EDC vendors and contractors and manage these relationships as needed
- Work with IT company to ensure functionality of basic IT infrastructure and assist with troubleshooting challenges internally if possible
- Coordinate facility and equipment maintenance
- Assure a stocked inventory of office supplies and equipment
- Process incoming and outgoing mail in a timely manner
- Ensure a clean, organized, and professional office environment
- Maintain and distribute staff, Board of Directors, and Advisory Board rosters and staff office duty schedule
- Maintain current inventory of office equipment for annual audit
- Receptionist duties including answering incoming telephone calls, directing calls and walk-ins, handling public inquiries, and training and supervising volunteers and interns to assist in these functions as appropriate

Volunteer, Intern, & Law Clerk Coordination

- Recruit and manage relationships with current and prospective volunteer base and maintain volunteer, intern, and law clerk records
- Coordinate staffing at special events with staff, volunteers, interns, and clerks
- Receive and process intern applications and work with staff to ensure intern positions are filled
- Work with designated Staff Attorney to ensure appropriate posting of our law clerk positions, and accept and manage applications

Additional Duties

- Call in food orders and make sure provisions are made for monthly Board meetings
- Keep short term and long term storage units well maintained, including accurate inventory
- Attend community events, hearings, and functions as appropriate
- Assist staff as requested to perform other duties
- Develop a working knowledge of EDC's past accomplishments and current programs
- Occasional evening and weekend work may be required for events
- Assist Communications Director, Executive Director, and Development Coordinator with additional tasks and projects as needed

Requirements

- Bachelor's Degree
- Two years administrative experience, preferably in a non-profit, and event experience
- Proficient in Microsoft Office Applications
- Working knowledge of Salesforce and Zoom Video Conferencing preferred
- Exceptional attention to detail and ability to multi-task in a fast-paced environment
- Ability to prioritize and to manage work independently
- Excellent verbal and written communication skills
- Passionate about environmental protection and EDC's mission

TO APPLY:

Please submit resume and cover letter via email to Betsy Weber at bweber@environmentaldefensecenter.org. We kindly request no telephone inquiries regarding this position.