



## **Job Description**

### **Office Manager & Event Coordinator**

The Environmental Defense Center (EDC) is a non-profit, public interest law firm that has worked to protect and restore California's environment and natural resources for more than 40 years. EDC is headquartered in Santa Barbara, California, and our work focuses primarily within San Luis Obispo, Santa Barbara, and Ventura Counties, including the northern Channel Islands and the ocean waters seaward of this region's shores. Our mission is to protect and enhance the local environment through education, advocacy, and legal action. Since 1977, we have empowered community-based organizations to advance environmental protection. Our program areas include climate and energy, protecting open space and wildlife, clean water, and the Santa Barbara Channel.

#### **SUMMARY**

EDC is seeking a full time Office Manager & Event Coordinator to play a unique role in executing the organization's administration and helping to meet its development goals. This position is integral in both ensuring EDC's Santa Barbara office runs smooth and efficiently, and with public outreach and fundraising events. The person will oversee facility and office infrastructure, will assist with database management, and will be our internal lead on maintaining basic Information Technology systems, in coordination with our external IT consultants. The position is accountable for maintaining relationships with vendors and contractors which service EDC's physical plant, coordinating necessary maintenance, and maintaining office equipment and supplies. The Office Manager & Event Coordinator also plays an integral in managing many of EDC events, including planning and execution of our TGIF! series and volunteer appreciation party, and assists with development events including EDC's annual fundraiser. This includes sponsorship and in-kind donation solicitations, securing vendor contracts, and obtaining permits. This position also oversees EDC's volunteer program, recruiting, training, maintaining relationships, and managing them during outreach events. This position reports directly to the organization's Assistant Director and works closely with our Development Director and Executive Director.

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

#### **Office Management**

- Manage EDC facility maintenance needs in a timely manner, including relationships with EDC vendors and contractors, maintaining vendor lists and tracking budgets
- Process incoming and outgoing mail in a timely manner, including accurate processing of revenue
- Provide data entry and data management support under the guidance of the Development Director
- Lead organization's relationship with IT company to ensure functionality of basic IT infrastructure, and assist with troubleshooting challenges internally when possible

- Coordinate equipment maintenance and ensure functionality of Zoom Room, phones, and printer/scanner
- Assure a stocked and organized inventory of office supplies and equipment
- Ensure a clean, organized, and professional office environment
- Maintain and distribute staff, Board of Directors, and Advisory Board rosters
- Assist with annual audit needs, including current inventory of office equipment and providing reports on volunteer and intern hours
- Administrative 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

### **Event Coordination**

- Lead and/or assist in planning and implementing EDC events, including TGIFs, annual fundraiser, volunteer recognition party, house parties, etc.
- Secure and record all in-kind donations, including food, drink, entertainment, auction items, and raffle items
- Assist the drive for auction item donation solicitation for annual fundraiser, in conjunction with event Chair or consultant, committee, intern, and/or Development Director
- Ensure timely and accurate processing of incoming event revenue, in coordination with Development Director
- Coordinate and conduct community outreach by organizing participation at special outreach and tabling events, coordinating with staff, volunteers, interns, and clerks

### **Volunteer, Intern, & Law Clerk Coordination**

- Recruit and manage relationships with current and prospective volunteer base and maintain volunteer, intern, and law clerk records
- Recruit, train, and supervise volunteers at EDC events
- 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**

- Provide logistical support for Board meetings as needed
- Keep short term and long-term storage units well maintained, including accurate inventory
- Attend community events, hearings, and functions as appropriate
- Develop a working knowledge of EDC's past accomplishments and current programs
- Occasional evening and weekend work may be required for events
- Assist other administrative staff with additional tasks and projects as needed, including outreach and communication tasks

### **Skills & Requirements**

- 2-4 years administrative experience required
- Experience and enjoyment with event coordination
- Past experience leading volunteers desirable
- Proficient in Microsoft Office applications and tech savvy

- 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 workflow self-sufficiently
- Comfortable being in office daily and working independently
- Excellent and professional verbal and written communication skills
- Passionate about environmental protection and EDC's mission
- Professional with a growth mindset
- Bilingual in Spanish and English a plus
- Valid Driver's License
- Position requires lifting up to 20 pounds comfortably

### **EDC's commitment to environmental justice, diversity, equity, and inclusion**

EDC is proud to be an equal opportunity employer and is committed to cultivating a diverse and inclusive work culture. We believe that a diverse workforce improves our ability to assist our clients; enhances intellectual engagement; inspires innovation and creativity; and promotes skills like critical thinking and problem-solving. EDC is dedicated to hiring a diverse team of qualified individuals with respect to gender identity (including gender expression), race, sexual orientation, family status, religion, ethnicity, age, physical abilities, and other factors. EDC will also make reasonable accommodations for qualified individuals with disabilities.

### **Benefits & Compensation**

EDC offers a generous benefit package including health, dental, vision, long-term disability, life insurance, and retirement contribution for employees, plus contributions toward health insurance coverage for dependents and spouses. Paid vacation and sick leave are provided, plus the following holidays: New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving, and the day after Thanksgiving. In addition, employees are paid during EDC's Winter Break, from December 24 through December 31, when our office is closed. This is a full-time position located in Santa Barbara. Compensation \$64,500.

### **TO APPLY:**

Please submit resume and cover letter to [bweber@EnvironmentalDefenseCenter.org](mailto:bweber@EnvironmentalDefenseCenter.org) preferably by November 29. Applications will be accepted on a rolling basis and would like to fill the position ASAP. We kindly request no telephone inquiries regarding this position.

\*\*EDC's COVID-19 policy requires all employees to be fully vaccinated and boosted.