



**Environmental Defense Center
Office Manager & Event Coordinator**

ABOUT THE JOB

The Environmental Defense Center (EDC) is seeking a full-time Office Manager & Event Coordinator to play a key role in executing the organization's administration and helping to meet its development goals.

Salary range: \$70,000 - \$80,000, depending on experience.

ABOUT THE ENVIRONMENTAL DEFENSE CENTER

The Environmental Defense Center (EDC) is a nonprofit, public interest law firm that has worked to protect and restore California's environment and natural resources for more than 45 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

The position is primarily responsible for management of EDC's Santa Barbara office. Duties include overseeing general administrative operations, ordering equipment and supplies, handling facilities issues, and maintaining basic information technology systems. The position works with the Development Director and other staff to plan and execute events, including the annual Green & Blue fundraiser and the TGIF! summer happy hour series. The position also oversees EDC's volunteer program, including recruitment, training, and management of volunteers during events. The Office Manager & Event Coordinator reports directly to the organization's Assistant Director and works closely with our Development Director and Executive Director. The position works from EDC's office in Santa Barbara, CA.

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.
- Assist with annual audit needs, including current inventory of office equipment and providing reports on volunteer and intern hours.
- Administrative duties such as 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 summer 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 in solicitation of auction item donations 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.

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.
- Oversee posting, receipt, and management of intern and law clerk applications, and coordinate with staff responsible for hiring.

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.
- Occasional evening and weekend work may be required for events.
- Assist other administrative staff with additional tasks and projects as needed, including outreach and communications tasks.

Skills & Requirements

- 2-4 years administrative experience required.
- Experience and enjoyment with event coordination.
- Past experience leading volunteers desirable.
- Passionate about environmental protection and EDC's mission.
- Proficient in Microsoft Office applications and tech savvy.
- Working knowledge of Salesforce and other data/fundraising platforms 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 working from office daily and working independently.
- Excellent and professional verbal and written communication skills.
- Professional with a growth mindset.
- Bilingual in Spanish and English a plus.
- Valid Driver's License.
- Position requires lifting up to 20 pounds comfortably.

DIVERSITY, EQUITY, INCLUSION & JUSTICE

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 that includes historically marginalized and excluded groups of people improves our ability to assist our clients; enhances intellectual engagement; inspires innovation and creativity; and promotes critical thinking and solution-finding. EDC is devoted to hiring a diverse team of qualified people with respect to gender identity (including gender expression), race, sexual orientation, family status, religion, ethnicity, age, physical abilities, and other factors. EDC also makes reasonable accommodations for qualified people with disabilities.

BENEFITS

EDC offers a generous benefit package including health, dental, vision, long-term disability, life insurance, and retirement matching contribution for employees, plus contributions toward health insurance coverage for dependents and spouses. Paid vacation and sick leave are provided, plus 10 holidays. In addition, employees are paid during EDC's Winter Break, from December 24 through December 31, when our office is closed.

TO APPLY

Applicants should submit a cover letter, resume, and professional references to Assistant Director Betsy Weber at bweber@environmentaldefensecenter.org. Application period will be open until filled.