



Art | Nature | Wellness

POSITION OPENING

Administrative Coordinator

BRUSHWOOD CENTER AT RYERSON WOODS

Our Vision

We work toward a future of resilient and connected communities, both human and ecological, where all lead healthy and thriving lives.

Our Mission

Brushwood Center at Ryerson Woods works collaboratively with community partners, artists, health care providers, and scientists to improve health equity and access to nature in Lake County, Illinois, and the Chicago region. We engage people with the outdoors through the arts, environmental education, and community action. Brushwood Center's programs focus on youth, families, Military Veterans, and those facing racial and economic injustices.

Website: www.brushwoodcenter.org

Address: 21850 N Riverwoods Rd, Riverwoods, IL 60015

ROLES AND RESPONSIBILITIES

Brushwood Center is seeking an enthusiastic and highly organized candidate to establish and implement administrative procedures to build the organization's administrative capacity and systems. The Administrative Coordinator will engage in a range of administrative roles, including financial, human resources, and office management. The Coordinator will report to the Executive Director and Director of Development and will collaborate with all of Brushwood Center's growing team to most effectively support the organization's mission.

Responsibilities include the following:

- Oversee the front desk and support all administrative duties in the office;
- Manage office supply inventory and place orders as necessary;
- Perform receptionist duties: greet visitors, answer and direct phone calls, process art supply donations;
- Assist in scheduling meetings and event rentals;
- Coordinate meetings including preparing and setting up meeting spaces, note-taking, task tracking, follow ups;
- Receive and sort incoming mail and deliveries and manage outgoing mail;
- Process invoices, complete bank deposits, and provide general accounting support;

- Assist Development Director, including scheduling, inputting and maintaining donation information in Salsa CRM system (donor management software) and coordinating thank you letter mail and envelope merges;
- Develop office policies and procedures and ensure they are implemented appropriately;
- Maintaining office condition and arrange necessary repairs;
- Assist with general HR responsibilities, such as the onboarding of new hires and coordinating staff trainings;
- Provide other administrative support to the Executive Director, including schedule management; and
- Other duties as assigned.

QUALIFICATIONS

We are seeking a highly organized, charismatic professional with at least two years of administrative experience. Key qualifications include the following:

- *Exceptional* attention to detail
- Strong writing and interpersonal communication skills
- Superior organizational skills and time management, including ability to meet deadlines
- An analytical mind and ability to prioritize tasks
- Ability to work both independently and as part of a team
- Must be proficient with Microsoft Office, Google products, and Quickbooks
- Experience in Salsa CRM (or willingness to learn)
- An Associate's Degree or higher
- Ability to commute to Brushwood Center; ideally a Lake County or northern Cook County resident

Equal Opportunity Employer: Brushwood Center is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by the law.

As an organization, Brushwood Center is committed to equity work as an ongoing journey. We celebrate diversity and are committed to co-creating an inclusive work environment with our talented team.

HOURS/DURATION: Part-time; Five days per week (Monday-Friday OR Tuesday-Saturday), 10am-3pm

COMPENSATION: \$20-\$25 per hour

APPLY BY February 21, 2023: Qualified applicants should submit a cover letter, writing sample, and resume to info@brushwoodcenter.org