Administrative Coordinator
Job Announcement

Classification and Time: Full-time, Non-exempt
Salary: $59,488 - $65,000 (based on $28.60 - $31.25 per hour) DOE
Benefits: 100% Employer-paid health, dental and vision per FUF Employee Handbook
Hours: 40 hours per week
Reports to: Operations Manager and Executive Director
Date Posted: June 2023

ABOUT FRIENDS OF THE URBAN FOREST

Since 1981, Friends of the Urban Forest, a premier San Francisco environmental nonprofit, has brought together communities throughout the city to plant more than 60,000 trees - half of San Francisco's street tree canopy. Friends of the Urban Forest has a long history of integrating urban greening with civic engagement as a way to increase community health and resilience, combat the effects of the climate crisis, and promote environmental equity and social justice. Friends of the Urban Forest recognizes San Francisco's many communities and cultures and the diverse ways in which they connect with our urban forest. We also connect San Franciscans to nature and to each other.

This position at Friends of the Urban Forest would give you the exciting opportunity to be part of a growing and dynamic professional organization that has been creating a greener San Francisco for the last 40 years.

POSITION SUMMARY

We seek a detail-oriented team player to manage our office operations and support the Executive Director and Board of Directors as needed. The ideal candidate is an administrative professional with excellent communication, interpersonal and project management skills who enjoys designing and implementing all aspects of office management.

The Administrative Coordinator position reports to the Executive Director and Operations Manager.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Responsibilities include:

Office Operations

- Serve as the first point of contact to visitors by phone, email and in person, and route stakeholder questions and needs to appropriate staff members
- Develop and implement office management systems to ensure a smoothly running office including serve as the main point of contact for IT support and network maintenance, the phone system and all office equipment
- Provide general office support including ordering office supplies, PPE and Friends of the Urban Forest merchandise
- Maintain the physical office spaces and assist with preparing them for meetings and events
- Collaborate with other staff in day-to-day operations and help onboard new hires
- Other duties as assigned

Executive Support

- Assist the Executive Director with scheduling meetings and general administrative tasks including note taking and screening and filing correspondence
- Manage the logistics, materials and agendas for Friends of the Urban Forest Board of Directors and committee meetings, take meeting minutes

Qualifications and Experience

- Experience with customer service (phone, email, in person) as well as 1-3 years of administrative office management preferred
- Demonstrated ability to use tact and discretion and to maintain confidentiality of information and other related matters required
- Excellent organizational skills with the ability to manage competing priorities and deadlines
- Exceptional attention to detail and strong written, analytical, and verbal communication skills
- Experience, comfort, and skill in communicating with diverse audiences
- Ability to work in the office at least three-four days per week
- Strong technology and systems skills particularly with Google Suite, Microsoft Suite, Salesforce or other CRM databases, and Zoom
- A courteous, helpful attitude on the job, and a willingness and ability to be responsive to colleagues, volunteers, the general public and Board members
- Ability to take initiative and solve problems creatively
- A highly dependable and punctual team player with humility, humor, flexibility and self-direction
- A passion for urban sustainability and a commitment to Friends of the Urban Forest's mission and values

Competitive Compensation and Benefits

The Administrative Coordinator position is full-time, non-exempt with an hourly rate of $28.60 - $31.25 (approximately $59,488 - $65,000 annually) depending on experience. Friends of the Urban Forest offers a competitive benefits package that includes 100% employer-covered medical, dental, vision, life, and AD&D insurance for employees and 50% for dependents (up to a certain limit). We offer a 403(b) Retirement Plan, a generous paid leave policy that includes 13 holidays each year and vacation starting

at 12 days and increasing with additional years of employment, funds for professional development opportunities and stipends for remote work.

Equal Employment Opportunity
Friends of the Urban Forest is dedicated to gender and race equity and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. Pursuant to the San Francisco Fair Chance Ordinance, we will consider qualified applicants with arrest and conviction records.

Flexible and Safe Work Environment
The position is primarily based in the office located in the Presidio of San Francisco with some availability for remote work as determined with their supervisor.

Friends of the Urban Forest is committed to maintaining a safe and healthy environment for all employees. In an effort to avoid serious health and safety risks and significant disruption to our work, we have taken measures to protect against the spread of COVID-19 including a mandatory vaccination policy. New hires will be asked to provide proof of vaccination on the first day of employment.

The noise level in the work environment is usually moderate. Office workspaces are often shared and employees should not have any expectation that they can be assigned a dedicated workspace.

HOW TO APPLY

Black, Indigenous, and People of Color are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity and inclusion.

If you're interested and qualified, please email a cover letter with your resume as pdfs to:

humanresources@fuf.net