



ADMINISTRATIVE COORDINATOR

Reports to: Executive Director

Category: Regular, Full-Time, Exempt

Salary: \$40,000-\$46,500 with benefits including 3% IRA match (after six months), fully funded health insurance including dental and vision (employee only).

ABOUT ESPC

ESPC is a broad-based coalition of social justice, conservation, and labor groups working to improve the lives of all Wyoming's people through transparent government, fair elections, and thriving communities. We advance our mission by advocating at all levels of government, increasing civic engagement both inside and outside of governmental processes, and holding our elected officials accountable to the decisions they make across Wyoming.

ABOUT THE POSITION

The Administrative Coordinator is responsible for a wide range of responsibilities aimed at keeping ESPC organized and running efficiently while we pursue the organization's mission, vision, and programs. Candidates must display professional communication skills and have the ability to work with a variety of stakeholders including elected officials, donors, coalition members, and board members. Tasks include office management, scheduling, database management, monthly financials, and others. This position demands an experienced professional who is organized, detail-oriented and able to multi-task. Position will be working in a solo office with colleagues around the state.

CORE RESPONSIBILITIES

Administrative Coordinator

- Provides administrative support to ensure efficient operation of ESPC
- Work with Executive Director to prepare accounts payable, annual budget and monthly financials
- Manage day-to-day office duties including checking mail, processing donor gifts, depositing checks, collecting invoices and communicating with vendors
- Database management (experience with Every Action preferred)
- Coordination of membership, including dues collection and membership communications; as well

- as cross membership pillar engagement
- Coordinate and manage grant applications and financial reporting for grants
- Update and implement all staff-related manuals, policies and procedures
- Support the executive director in preparing and proofreading reports, presentations, agendas and other material related to ESPC
- Manage website and add content as needed
- Manage social media accounts and update weekly

REQUIREMENTS

- Must live in or near Laramie and be in the office at least twice a week
- High school diploma (or equivalent), Bachelor's Degree preferred
- Valid drivers' license
- Competency in Office Suite (Word, Excel, PowerPoint, One Drive, etc.)
- Excellent written and verbal communication skills

PREFERRED SKILLS

- Every Action Database
- Competency in Quickbooks or similar financial management program
- G-Suite (Google email and data storage)
- Basic social media skills
- Word Press