



Job Description

Job Title:	Business Support Coordinator	Type of Position:
Reports to:	Operations Director	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Hourly <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Salary

Position Overview

The Business Support Coordinator assists with the daily functions within the Outdoor Recreation Alliance. Under the supervision of the Operations Director, this position will work to ensure that recurring organizational tasks and special projects are completed. This role will focus 25% - 50% of their time on the Trail Farm project specifically, with the remainder of their role focusing on the organizational administrative needs.

ORA Trails is a 501c3 nonprofit that focuses on getting people outside. If you have a strong administrative skillset, a love for connecting people with the outdoors, are comfortable working independently, and are looking to join a great team with a flexible work environment, then see the full details below.

a. Goal of this Position

- Using coordination and communication to keep the organization working cohesively.
- Providing organization and consistency in all areas of the organization.
- Offering expertise to identify business activities and projects that will benefit ORA.

b. Responsibilities and Expectations

- Reports to the Operations Director, but provides administrative support to all ORA directors and its board of directors
- Provides business support duties such as creating agendas, tracking action items to completion, and receiving and processing correspondences between internal parties
- Works in Client Management Software to track, organize, run reports and communicate with partners, volunteers, donors, board members and community relationships
- Coordinates with Directors, committees, and board members with scheduling activities, organizing, and executing events including grand openings, fundraising campaigns, trail events, galas, etc.
- Assist Operations Director with forms, reports, and budgeting, related to business operations
- Assists Project Managers and Directors with organization, data tracking, recruitment of volunteers and tasks associated with the consistency and success of the project
- Coordinates administrative processes and keeps volunteers, board members, partners, and the public connected and organized
- Handles organization and processing of receipts, invoices, payments and various financial recurring tasks. Assists financial director with various bookkeeping needs
- Assists with coordinating and creating marketing materials, social media management, promotional and community engagement activities and events
- Works within budget guidelines and carries out plans and policies authorized by the board
- Coordinates activities and tracks progress to complete organizational activities

c. Qualifications

- Detail oriented with strong clerical, computer, organizational, and communication skills
- Comfortable working both with a team, but also independently, carrying out tasks in a self-directed manner
- Experience with data entry, database management and reporting processes
- Familiar with Google Suite, Microsoft 365, and adobe suite
- A passion for outdoor recreation and knowledge of associated environmental issues
- Experience working with project teams and achieving goals within budget
- A desire to learn as you go and have fun while working together with a team

d. Preferred Qualifications

- Advanced social media communication skills and office computer applications, graphic creation experience is a plus
- Experience coordinating events, mid to large events is a plus
- Experience working collaboratively with and reporting to a Board of Directors
- Coordination of volunteers and community events
- Familiarity with non-profits and/or 501(c)(3) entities

e. Workplace Environment

- Works as a team with ORA staff to accomplish organizational goals and achieve mission
- Quick paced environment – We work hard and play hard to ensure our organizational mission and goals are met
- Opportunity to make decisions within the job parameters and independently lead tasks without needing constant supervision
- Works up to 60% Remotely from home with regular in-person meetings, site visits, events, carrying out in-person tasks
- Full time role with a flexible schedule and room to grow
- A growing non-profit that's learning a lot as we go, having fun in the process!

e. Compensation and Benefits

- \$35,000 - \$45,000 salary based on experience, paid bi-weekly
- 4 weeks (20 days) of PTO, accrued in line with ORA's policy
- Select holidays off, paid in accordance with ORA's policy
- Eligible for ORA's employer-matched IRA
- Flex time available in accordance with ORA's Flex Policy
- The listed policies are available upon interview