



## **Administration & Development Coordinator**

### **MOUNT ST. HELENS INSTITUTE**

POSITION: Administration & Development Coordinator  
COMPENSATION: \$14.00 per hour  
TERMS OF EMPLOYMENT: Permanent, non-exempt, part-time, hourly  
POSITION CLOSING DATE: February 28, 2019  
POSITION START DATE: April 15, 2019

**SUMMARY:** Under the supervision of the Finance & Human Resources Director, the Administration & Development Coordinator of Mount St. Helens Institute (MSHI) will be a public face and voice of MSHI and will provide day-to-day support to our business operations, office management and development program.

#### **DUTIES AND RESPONSIBILITIES:**

- Office Administration (50%)
  - Provide clerical assistance (such as data entry and reporting) and light bookkeeping
  - Communicate with vendors & service providers
  - Coordinate office resources & coordinate purchases
  - Help coordinate office, program and events calendars
  - Coordinate and take minutes for meetings, as requested
  - Run business errands (i.e. accountant, post-office box, and shopping)
- Development (25%)
  - Assist with development projects such as annual appeals, donor tracking, donor acknowledgements and fundraising events
- Customer Service (25%)
  - Respond and provide customer service to general telephone, email and in-person queries
- As a small non-profit, we all wear many hats – there will be other tasks & duties as assigned

#### **REQUIRED QUALIFICATIONS:**

- Proficient oral and written communication skills
- Demonstrated strong computer and software skills, especially Microsoft Office
- Demonstrated ability to work well with people of diverse backgrounds, ages and cultures
- Enthusiasm for the mission of the Mount St. Helens Institute
- Ability to pass a background check
- Possess a valid driver's license with an acceptable driving record for the past three years. Employee may be required to use personal vehicle for administrative errands.

#### **IDEAL CANDIDATE:**

- Minimum one (1) year experience in office administration or development
- A thoughtful, diplomatic communicator with the ability to work collaboratively, navigate difficult conversations, who thinks critically to resolve conflicts and build trust and confidence in others
- Possesses time-management, organizational and planning skills
- Demonstrates cultural competency
- Demonstrates strong computer and software skills. Examples: Active Network, Better Impact, Blackbaud E-tapestry, G-Suite

**ABILITIES:** Regular office and computer work is required. This position sits or stands in front of a computer screen for 4-8 hour increments at a time.

**WORKING HOURS:** This is an hourly, part-time position, averaging 20 to 25 hours per week. Work shifts are negotiable. Majority of shifts will need to occur during regular office hours from 8:00am to 5:00pm, Monday through Friday. On occasion, a work shift may occur outside regular office hours.

**LOCATION:** The Administration & Development Coordinator will be based at the Mount St. Helens Institute office in Amboy, WA. Amboy, WA is a rural community approximately 40-50 minutes northeast of Vancouver, WA. There are small cities – Battle Ground, Woodland and others – between Vancouver and Amboy. The Administration & Development Coordinator will share an office with the Finance & Human Resources Director. Some days, the Administration & Development Coordinator may work from MSHI's satellite office located in Vancouver, Washington.

**ABOUT US:** The Mount St. Helens Institute is a private 501(c)3 non-profit organization dedicated to advancing understanding and stewardship of the earth through science, education and exploration of volcanic landscapes. MSHI functions as a tight-knit group of individuals united in our common passion for Mount St. Helens. We value diversity, good challenges, adventure, fun, partnership and community. We work closely with the Mount St. Helens National Volcanic Monument staff on a daily basis and operate under US Forest Service special use permit.

**OUR COMMITMENT:** The Mount St. Helens Institute fundamentally believes that its employees are a valuable source of ideas for improving operations and making the workplace more interesting and attractive. In order to do so, we ensure that all employees work in an environment free of discrimination. All candidates applying for this position will be reviewed without regard to race, color, creed, religion, sex, age, national origin, veteran or marital status, sexual orientation, or disability. This institution is an equal opportunity provided. Review the Mount St. Helens Institute's [Diversity, Equity and Inclusion Statement](#).

**TO APPLY:**

Apply no later than February 28, 2019 at 11 PM.

Please email the following items to [apply@mshinstitute.org](mailto:apply@mshinstitute.org).

- Subject Line: "Last Name", Administration & Development Coordinator
- Cover Letter (name the file as follows "Last Name First Name" Cover Letter)
- Resume or CV (name the file as follows "Last Name First Name" Resume)

Please no phone calls. You may email [apply@mshinstitute.org](mailto:apply@mshinstitute.org) with questions.