



## PENNSYLVANIA ASSOCIATION *of* ENVIRONMENTAL EDUCATORS

**Title: PAEE Administrative Coordinator**

**Classification: Permanent Part-time/Non-Exempt**

**Location: State College, PA**

### **PAEE Overview**

The Pennsylvania Association of Environmental Educators (PAEE) unites, supports, and empowers the community of environmental educators throughout Pennsylvania.

Founded in 1977 and now one of the oldest statewide environmental education groups, PAEE continues to change and grow through the work of its members and leaders. PAEE is comprised of 200+ members and guided by a 15 member volunteer board. PAEE aims to convene a rich network of individuals to share experiences and expertise. Our members include educators from nature centers, state agencies and non-profits, as well as naturalists, outdoor educators, school teachers, principals, preschool educators, college professors, authors, industry professionals, students and retirees.

### **Job Description**

PAEE seeks an enthusiastic, independent, and attentive professional to provide high-level coordination and liaison support to the organization's Board. The Administrative Coordinator will function as the primary contact person for the Board of Directors and associated working groups (e.g. Board Executive Committee, Regional Directors, and Conference Co-Chairs) and provide support for the Board's activities and general organizational management.

This is a part-time position, working an 8-16 hour a week schedule, depending on need. Hours are flexible and could increase or decrease. The Administrative Coordinator will work from an office in State College, Pennsylvania and will report directly to the President. Benefits will not be provided and pay is \$15-20 per hour, depending on experience. The position start date is expected to be sometime in early 2018, depending on selected candidate's availability.

### **Essential Duties**

- Attend quarterly, 4 times a year, Board meetings (usually held in State College, PA) and other meetings as needed. Work with Board Secretary to deliver board meeting packets of information and to develop official minutes
- Identify, create and manage a private online communication platform for PAEE Board members – to share thoughts, document review/storage, staying connected, etc. (*something that is not email or social media*)

- Establish working relationships with PAEE's six regional directors in the form of verbal, written, and/or electronic correspondence to ensure consistent planning of regional workshops for PAEE members
- Work closely with PAEE's Conference Co-Chair(s) to handle coordination details and final reporting for annual conference
- Be responsible for the on-boarding and orientation of new board members
- Be familiar with the organization's financial processes and budget and assist with developing reports
- Coordinate and maintain PAEE's website, e-newsletter and social media platforms
- Develop a timeline/check-in schedule to effectively manage the accountability needs of the PAEE Board
- Assist the Board Membership Director with membership management including tracking renewals, payments, etc.
- Become familiar with and be able to communicate PAEE events, activities, policies, etc.
- Other duties and responsibilities as may be assigned

### **Qualifications:**

- Bachelor's degree preferred, with minimum of two years coordination or management experience.
- Must have experience working with or serving on a Board.
- Must exhibit excellent interpersonal, oral and written communication skills.
- Ability to take direction quickly and work independently, since training will be minimal.
- Must be self-motivated and able to take initiative – working in a flexible, non-structured environment.
- Strong computer skills with an emphasis on Microsoft Office (Word, Excel, Outlook) and online communications.
- Ability to navigate and amend websites, social media platforms, databases, and software designed for program registrations and memberships.
- Demonstrated commitment to environmental and/or outdoor education is a plus.
- Experience organizing and coordinating individuals across regions is a plus.
- Willingness and ability to travel throughout PA (must have a valid driver's license and vehicle).
- Use of phone and computer are required (must have own phone with service plan).
- Accounting/bookkeeping experience a plus.

### **To apply email resume and salary requirement to:**

**Scott J. Cope, President- PAEE Board, [sjcope@wildlandspa.org](mailto:sjcope@wildlandspa.org). PLEASE WRITE "PAEE ADMIN COORDINATOR" in the subject line**

**Deadline for submissions: December 15, 2018**