



**Job Description**  
**Office Administrator, part-time (10 hours/week)**

**Reports to:** Executive Director

**The Organization:** The Bedford 2020 Coalition is a nonprofit whose mission is to lead a community wide effort to reduce greenhouse gas emissions 20% by 2020 and to create a sustainable community that conserves its natural resources. Through the work of volunteer task forces, Bedford 2020 drives action around five topic areas: energy, food/agriculture, transportation, water/land use and waste/recycling.

**Organizational Culture:** The Office Administrator, working closely with the Executive Director and Program Manager, will continue a culture of collaboration, team play and creativity that will drive Bedford 2020's ambitious program forward.

**Basic Function:** The Office Administrator will be responsible for maintaining records; handling the modest financial affairs of the organization including financial recordkeeping; managing databases; assisting with Bedford 2020 outreach and events; and keeping the Executive Director informed on a real time basis.

**Principal Responsibilities:** Working closely with the Executive Director and Program Manager, the Office Administrator will:

- Enter and organize databases, run reports, organize spreadsheets
- Send donor acknowledgements and other correspondence of the organization
- Maintain corporate and financial records, enter financial data.
- Pick up mail in Bedford Hills and make deposits in Mount Kisco
- Assist with organizing and executing mailings
- Organize online files and photos
- Support events, including research, scheduling, materials
- Assist with internal and external communications, including email, social media, and e-news.

**Experience:**

- 2-3 years experience working in office management or accounting role
- 2-3 years experience working in a non-profit environment
- Experience driving projects to conclusion with little direct staff support.
- Experience meeting goals on a tight schedule, preferably in nonprofit environment.

**Personal Skills/Attributes:**

- A person committed to protecting the environment who values the importance of reducing greenhouse gas emissions for the health and wellbeing of our community and our country.
- A self-starter with a high energy level, a strong work ethic and the proven ability to multitask.
- An efficient, highly organized person who can work with financial and donor database reports easily and assist in meeting the demands of a growing organization.
- A team player and collaborator who works comfortably with people at all levels of government, business, the not-for-profit world, and the general community.
- A good communicator, both orally and in writing

**Qualifications/Competencies:**

- Must have experience and demonstrate competency with database management, preferably experience with Donor Perfect or other fundraising database.
- Must have experience with accounting software or program preferably experience with QuickBooks.
- Able to develop basic financial reports.
- Must have familiarity with Google Drive, Word, Excel and various social media platforms
- Standard management skills are a key competency as are data management, supervisory and web based communication skills.
- Must be a licensed and insured driver with a reliable car.

**Education:** An undergraduate degree from an accredited college or university is required.

**Location:** The Bedford 2020 office is located at 68 Bedford Road, Katonah, lower level of St. Luke's Parish house.

The Town of Bedford is located 45 miles north of New York City. The Town of Bedford, with its 39.3 square miles encompassing the hamlets of Bedford Village, Bedford Hills and Katonah, is situated in northern Westchester County, with 18,133 residents.

**Compensation:** Compensation will be commensurate with the skill set of the candidate.

**Apply:** Interested parties should submit a resume and a statement of interest by email attachment to the attention of Midge Iorio and email to [midge.iorio@bedford2020.org](mailto:midge.iorio@bedford2020.org) and cc: [ellen.calves@bedford2020.org](mailto:ellen.calves@bedford2020.org) by August 18, 2017.