



Job Announcement
Title: Administrative Coordinator
Reports to: Chief Operating Officer
Location: Portland, OR
Status: Non-Exempt, 0.6 FTE
Posting Date: TBD
Application Deadline: Open until filled

We Are:

- A non-profit based in Portland, OR, and a national leader in the development and promotion of high-quality greenhouse gas offset projects (www.climatetrust.org)
- A small but mighty team that works closely on the mission to reduce the devastating effects of climate change and also enjoys each other's company at pot luck lunches, and quarterly team outings
- A highly collaborative, innovative, and entrepreneurial organization
- The type of people who work hard and never say, "that's not my job"

You Are:

- Able to work effectively with a wide array of people including your colleagues and our operations vendors
- Enjoy keeping an office functioning smoothly and being a problem solver open to trying to fix anything
- Support some accounting duties and help coordinate and take meeting minutes for quarterly board meetings

Primary Responsibilities

- Maintain office supplies, equipment and furniture
- Ensure ongoing functioning of office systems in coordination with IT consultants: including Gmail, Salesforce, and Box
- Act as liaison with vendors such as building manager, office systems providers and consultants
- Maintain office filing systems
- Facilitation of staff meetings
- Timesheet collection, reminders submit to finance department
- Light accounting duties such as accounts receivable including check log and preparation of bank deposits, accounts payable including check preparation and collecting and drafting credit card expense reports
- Schedule and organize quarterly board and related committee meetings
- Maintain board documents and take minutes at quarterly board and committee meetings
- Other duties as assigned

Qualifications:

- Demonstrated proficiency in MS Office applications, CRM experience and mobile technology
- Experience managing logistics
- Minimum two years administrative experience, customer service experience a plus
- Ability to work at a computer for long stretches

COMPENSATION

Salary is commensurate with experience. The Climate Trust also offers paid time off, 10 holidays, and a bus/bike/walk commute incentive program on a prorated basis.

HOW TO APPLY

Please email a resume and cover letter to jobs@climatetrust.org. Please include the position title in the subject line.

No phone calls please. Applications without a cover letter will not be accepted. The Climate Trust is an equal opportunity employer, drug free workplace, and complies with anti-discrimination regulations as applicable.