



1/5/2015

**Job Posting: *Program Administrator***

**Title:** Program Administrator

**Location:** Newmarket, NH

**Apply:** Please submit a single PDF that contains a cover letter, current résumé, writing sample and the names and contact information of at least three professional references. The position will remain open until filled, but preference will be given to applications received by January 26, 2015 with the review committee responding to well-qualified candidates on an ongoing basis. Please send your PDF application file to: [application@grassrootsfund.org](mailto:application@grassrootsfund.org) . **Please direct any questions to email only.**

**Position Description**

The New England Grassroots Environment Fund (NEGEF) is a 501(c)(3) that seeks to energize and nurture long term civic engagement in local initiatives that **create and maintain healthy, just, safe and environmentally sustainable communities**. We achieve this by using **Dollars, Stories, Tools and Network-Building** to fuel local activism and social change.

We are currently seeking a Program Administrator focused on supporting the day-to-day operations of the NEGEF office. The Program Administrator will work closely with the Executive Director and program staff to fulfill NEGEF's mission and program priorities. Two primary foci of that support will be the administration of the Seed grant program and coordination of events, trainings and webinars. The program administrator is often the first contact the public has with NEGEF's grants programs and resources.

**Program Administrator Key Responsibilities include:**

- Oversee day-to-day functions of the office, including answering the phone, collecting and processing mail, stocking supplies, and managing vendor relationships and agreements
- Provide overall administrative support and work with bookkeeper on day-to-day financial process as the finance administrator
- Administer SEED grant program, including applicant support, grant intake, review and management of grant awards and reporting requirements
- Assist Program Director(s) with Grow Grant program through applicant support, (occasional) review and management of grant awards and reporting requirements
- Manage logistics of NEGEF events & meetings, including RootSkills retreats, workshops and Board/Grantmaking Committee meetings
- Assist in planning and administration of regular webinar trainings, including design and management of online webinar information site and online webinar delivery system
- Coordinate field events and other annual gatherings, convenings and conferences in which NEGEF is a sponsor and/or active partner
- Conduct outreach to promote NEGEF's Grassroots Services and Grantmaking Program
- Provide overall program administrative support
- Other duties as assigned



(cont.)

**Skills and Qualifications**

- Ability to work independently and remotely
- Hands-on experience (or aptitude for) working with a Drupal-based Content Management System
- High level ability and comfort to independently work with online organizing tools like *Google Hangout, Google docs, GoToWebinar, Little Green Light, MailChimp, Constant Contact* and online registration tools
- High level ability working with online project management tools like *BaseCamp* or *Trello*
- Excellent verbal and written communication skills
- Excellent interpersonal skills, including the ability to listen effectively
- Proficiency in *MS Office, Adobe Creative Suite, Mac OS*, other software programs/tools
- Ability to manage multiple projects and priorities, including balancing multiple needs and interests
- Ability to travel throughout New England and occasionally beyond

**Education/Experience**

- Bachelors degree required
- Degree in Environmental Science, Communications or Public Relations a plus
- Experience in or some knowledge of the nonprofit world or philanthropy
- Experience in event coordination and office management essential
- Experience in environmental and social change advocacy, preferably with a hands-on experience serving on a local association, commission, committee or municipal governing body and/or involvement in a campaign or citizen group helpful

**Salary and Benefits**

The Program Administrator is a full-time position with benefits, with competitive compensation range of \$35,000-\$50,000, depending on experience and education. The New England Grassroots Environment Fund is a nonprofit organization and an equal opportunity "at-will" employer and is committed to the belief that each individual is entitled to equal employment opportunities.