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## Position Description

Position Title: **Office Coordinator**  
Reports to: Executive Director  
Status: Non-Exempt / Full Time  
Location: Clayton, New York

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### Organization Overview

Save The River, a member-based, nonprofit environmental organization, has been the “voice for the St. Lawrence River” in the U.S. and Canada since 1978. Save The River’s mission has always been to restore, preserve and protect the ecological integrity of the Upper St. Lawrence River through advocacy, education and research. In 2004, Save The River was designated the Upper St. Lawrence Riverkeeper and became a member of the international Waterkeeper Alliance with the goal of a swimmable, fishable, drinkable River.

As the leading grassroots advocacy organization working to protect the St. Lawrence River, Save The River takes an active role in River policy issues, engaging decision makers, community leaders, residents, visitors and volunteers to make positive change. Every year we work with school districts in the watershed to educate 1,000+ students in a place-based curriculum that stresses age appropriate aspects of stewardship.

Significant progress has been made in protecting the St. Lawrence River’s water quality and habitat, and in expanding the number of people and communities involved in that effort during the 43 years of Save The River’s existence. However, much remains to be done and we are looking to expand our team to take on the task.

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### Position Summary

The Office Coordinator ensures the efficient day-to-day operation of Save The River and provides administrative support to other staff. They are an integral part of Save The River’s small, professional staff and report directly to the Executive Director.

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### Duties and Responsibilities

- General Office Support:
    - answering the phone, handling general inquiries and directing all others to appropriate staff
    - receiving mail and general email and directing it to appropriate staff
    - greeting and assisting visitors in a professional manner and answering general information requests with accurate information while directing more specific requests to appropriate staff
    - assisting staff in recordkeeping and filing
    - booking travel, and making meeting and other arrangements
    - monitoring and ordering office supplies
    - coordinating maintenance of office equipment and, with Executive Director, its replacement
    - maintaining an attractive storefront, and professional and functional office space for visitors and staff
  - Other Responsibilities:
    - performing basic bookkeeping and supporting Executive Director in budget preparation and financial management and reporting
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Save The River envisions a healthy Upper St. Lawrence River that provides safe drinking water, is home to a thriving range of indigenous species and supports sustainable economic activity.

- preparing payroll, paying payroll taxes, and reconciling cash and credit card accounts
- assisting the Executive Director in preparation and distribution of meeting calendars, agendas, documents and preparing drafts of meeting minutes for Board of Directors and committee meetings
- assisting the Executive Director on finishing and distributing letters and emails
- ordering, stocking, tracking inventory and reporting on the sale of Save The River merchandise as well as conducting a physical inventory annually
- working with the Development Director to coordinate all mailings, and to maintain and update Save The River's membership / donor database
- assisting with event planning, execution and follow-up
- ongoing archives project
- become proficient in Salesforce applications
- participating in the hiring process for seasonal interns (posting job description, filing applicants, observe interviews, prepare paperwork for new hires)
- training interns on storefront procedures
- training under the guidance of the Accounting Manager
- editing publications / mailings when needed
- other duties as assigned

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## Qualifications

- Proven experience as an office manager or in a relevant role.
- Excellent communication and interpersonal skills.
- Knowledge of basic bookkeeping principles and office management systems.
- Excellent organizational skills and ability to work in a team-oriented, multi-task work environment.
- Excellent time management skills and ability to prioritize high volume workloads and consistently meet deadlines.
- Proficient computer skills with a knowledge of Microsoft Office suite, and Google Office applications
- Familiarity with Quickbooks, Square cash register software and Apple hardware a plus.
- Ability to lift 40lbs.
- Commitment to Save The River's mission and values.

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## Work Environment

- Office environment with little travel.
- Occasional evening and weekend work to assist with events.
- Opportunity for professional growth.
- Salary commensurate with experience, plus generous benefits.
- Save The River is an equal opportunity employer.

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## To Apply

Send resume, cover letter and references, preferably in .pdf format, via email to [bridget@savetheriver.org](mailto:bridget@savetheriver.org).

**No calls please.**

For more information about Save The River, visit [www.savetheriver.org](http://www.savetheriver.org)