

Office Administrator

MILL RIVER PARK COLLABORATIVE

Organization Background:

Mill River Park Collaborative provides the leadership and resources for the creation and maintenance of Mill River Park in downtown Stamford, Connecticut. The Collaborative is a public/private partnership of government, corporate, and community interests committed to building an inviting and exciting park and a diverse green space that inspires sustainable environmental practices and learning.

Mill River Park Collaborative's mission is to run a world-class urban park in the heart of Stamford that serves as both an oasis in city life and a vibrant, diverse, green-space that inspires sound environmental practices and learning.

Job Description:

The Office Administrator position will be a full-time, year-round employee of Mill River Park Collaborative. Reporting to the Director of Administration, the Office Administrator will be responsible for day-to-day operations to support organization effectiveness and efficiency. This person will ensure that senior staff are supported with scheduling and administrative work, office supplies are maintained, information systems and office equipment are functioning, and donor data is well managed. The position is also responsible for supporting financial functions. A successful candidate for this role will understand the importance of effective external relations and the value of an engaged constituent base.

Responsibilities:

Support of Senior Staff

- Provide exemplary administrative support to the President/CEO including scheduling meetings and conference calls, maintaining calendars, arranging travel, managing correspondence, and securing necessary resources and information.
- Work closely with Director of Operations with day-to-day Accounts Payable/Accounts Receivable and HR onboarding of new associates
- Work closely with the Development Director to coordinate meetings with donors and prospects, follow-up emails, and general stewardship.
- Work closely with the Program Team to respond to permit/event requests, maintain program calendar and process permit payments
- Assist all senior staff members, as directed by the Director of Administration, with calendaring, arrangements for meetings and general correspondence

General Office Administration

- General office maintenance which includes greeting guests, ordering supplies, maintaining office machines, running errands as needed, mail and package distribution
- Manage phone and computer systems and coordinate work with IT consultant, if needed
- Answer phones, route calls or respond as appropriate
- Organize and supervise bulk mailing
- Work with staff to plan office-wide meetings, events and social outings
- Coordinate with outside vendors as appropriate for services
- Monitor general information email addresses, respond to requests for information or correct staff
- Coordinating food and beverage for various meetings and events

Financial Operations

- Process new hires and maintain employee records
- Maintain and create HR files with required documents
- Handle banking transactions for operating and capital accounts under the supervision of Director of Administration and produce acknowledgements for all gifts
- Monitor bank and credit card transactions under the supervision of Director of Administration
- Manage petty cash fund

Board Operations

- Assist with the planning and execution of board and committee meetings including scheduling and communications, preparing materials for distribution, and interfacing with caterers and venues
- Attendance at monthly evening meetings to take minutes and track follow-up items
- Manage the administrative tasks related to the Board of Directors

Data Management

- Maintain donor database through data entry and management of current and future constituencies
- Manage gift and grant processing in donor database and ensure proper acknowledgement
- Process and file correspondence for board, foundations and federations

Qualifications:

- Associate degree and 3 years of office support experience or High School Diploma and 7 years of office experience, including administration and facilities
- Strong judgment, highly developed problem-solving/analytical skills, and project-management skills, and a keen focus on continuous improvement
- Ability to be flexible, team player and interface professionally with all levels of internal and external customers
- Must be able to use initiative and independent judgment within established guidelines.
- Effective written and oral communication skills.
- Excellent skills with Microsoft Word, Excel and Quickbooks, experience with Google suite and Constituent Relationship Management (CRM) software a plus
- Understanding of basic accounting principles preferred
- English/Spanish bilingual a plus.

Physical & Other Requirements:

- Will require walking distances, lifting & carrying equipment, and boxes
- Significant computer work, which may require repetitive motion, prolonged periods of sitting, and sustained visual and mental applications and demands
- Occasional lifting (>15 lbs.), bending, pulling, collating/filing, carrying and/or moving boxes, files, etc. some of which could be heavy or require the use of carts.
- Will require working some evenings and weekends for major events
- Valid driver's license
- Must be authorized to work in the US

MRPC takes COVID safely for our staff and constituents very seriously, and all staff are required to be vaccinated or tested weekly, along with following masking and distancing

protocols. Additional testing frequency may be required for public-facing roles.

Mill River Park Collaborative is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, citizenship, age, disability, military or veteran status, sexual orientation, genetic information, gender identity or expression (including transgender) or any other characteristic protected by law.

Please send a cover letter and resume to Dianne@millriverpark.org with "Office Administrator Application" in the subject line to apply for this position. Applicants who meet the requirements will be contacted to set up a phone interview.

Industry

Nonprofit Organization Management, Fund-Raising, and Financial Services

Employment Type

Full-time

Experience

Associate

Job Function

Administrative

Salary

\$40,000, with consideration for a high position commensurate with additional qualifications