

## **Position Announcement: Office and Program Coordinator**

Using the power of science, education and stewardship, Leave No Trace is on a mission to ensure a sustainable future for the outdoors and the planet. By working with the public and those managing public lands, Leave No Trace focuses on educating people—instead of costly restoration programs or access restrictions—as the most effective and least resource-intensive solution to land protection. Visit <https://LNT.org/> to learn more.

Leave No Trace is seeking a new member to join our team as the Office and Program Coordinator. The successful applicant should have a strong commitment to the outdoors and the mission of Leave No Trace. Staff here take a great deal of responsibility for their individual roles and thrive in a team-oriented atmosphere. Additionally, the Office and Program Coordinator position will require you to be detail-oriented, self-motivated, highly organized, a great communicator (both written and verbal), and able to manage a wide variety of tasks. If you have the comfort and desire to continually ask “What else can I do?” you will thrive.

**Position Title:** Office and Program Coordinator

**FLSA Status:** Full Time (40 hours/week), Non-exempt

The position is based in the Boulder, CO office of Leave No Trace, and due to the nature of the role and responsibilities, remote work is not an option for this position. Responsibilities will incorporate the activities and duties outlined below.

### **Fulfillment of merchandise orders - 40%**

- a. Manage daily orders of educational materials and merchandise
- b. Assure all orders are shipped efficiently and timely
- c. Maintain orderly inventory and storage rooms
- d. Reorder and restock all shipping materials as necessary
- e. Assist in purchasing inventory & tracking inventory levels

### **Program Support - 30%**

- a. Respond to general information requests via email and phone
- b. Work in-hand with the Community Partnership team to support our Partnership Program with fulfillment
- c. Manage materials requests for Traveling Teams, State Advocates, and other programs as necessary
- d. Recording online Membership and Partnership payments into the accounting system & reconciling bank deposits with online activity

**Accounting Support – 20%**

- a. Reconcile daily orders to bank deposits
- b. Record online contributions in accounting and reconcile to daily totals
- c. Create invoices as needed for partners and programs

**Office Management - 10%**

- a. Office Supplies - Keep track of all office, kitchen, bathroom inventory i.e. letterhead, paper, toilet paper, etc., restock/reorder as necessary; dishwasher, coffee, trash, recycling oversight.
- b. Oversee office meetings food supply (bagels, etc)
- c. Admin support and coordination for Board meetings: hotel, travel, meals etc.
- d. Tracking and scheduling maintenance for office car

**Key Qualities or Skills Sought:**

- a. Previous experience with the fulfillment of merchandise including shipping, ordering, reconciliation and inventory
- b. Strong project coordination and workflow management skills
- c. High levels of organization skills, and an ability to work across multiple projects at once
- d. Strong values for inclusion and equity within community processes

**Position Conditions:** This position may be required to lift up to 35lbs with reasonable accommodations available.

**Compensation:** \$38,000 - \$40,000 annually and will be negotiated based on commensurate skills and experience. A flexible schedule and a great work/life balance are part of the culture of this award-winning organization. Excellent 100% employer paid health, 50% employer paid dental, up to a 3% match on retirement, and very generous time-off benefits are included in the compensation package.

**Application Process and Timelines:** Please submit a resume and cover letter to [Employment@LNT.org](mailto:Employment@LNT.org) with the position title in the subject line. We will be interviewing top candidates as resumes are received and are looking to hire quickly. As such, please tell us when you would be available to start in your cover letter. We, of course, will be flexible for the right candidate!

Leave No Trace Center for Outdoor Ethics is for all people and the Center recognizes that every person's relationship with the outdoors and natural world is unique and personal. Guided by this foundational principle, the Center is committed to building an organization



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that celebrates diversity and embodies inclusivity. We strive to continually evolve as individuals, as an organization, and as an ethic that is relevant to all people that go outdoors. We endeavor to diversify our workforce and encourage and desire applicants from all backgrounds, ethnicities, and lived experiences to join our team.

All employment decisions at Leave No Trace Center for Outdoor Ethics are based on business needs, job requirement and individual qualifications, without regard to race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

