

Wild Rockies Field Institute
Administrative Coordinator
Job Description

Who We Are: The Wild Rockies Field Institute offers academically rigorous, place-based field courses that develop engaged, informed citizens and strong leaders capable of addressing complex social and environmental issues. We offer college students the opportunity to study ecology, public lands issues, rural development, philosophy, and cultural history during extended backcountry expeditions and visits to rural communities in the Rocky Mountain West.

Job Title, Location, and Supervisor: Administrative Coordinator, to work in our main office located at 155 N. California St. Suite 101, Missoula, MT 59801. Remote/work-from-home will be considered on specific projects. This position reports to the Executive Director.

Job Objective: The Administrative Coordinator will work with the WRFI staff on a variety of administrative duties necessary to maintain and further the mission of the Wild Rockies Field Institute. This position will closely support our Executive Director, Outreach Manager, and Field Education Coordinator. This role is still a relatively new position in our organization and strong candidates will be willing to co-create and adapt as this role evolves.

Job Qualifications: The successful candidate must have excellent communication and computer skills; the ability to work well with the public, students, field instructors, and office staff; keen attention to detail; a capacity to work independently; and the desire to participate in a variety of tasks. The ideal candidate will be proficient in QuickBooks Online, QuickBooks Payroll Microsoft Office, and Google platforms. Some training is anticipated. Experience with NeonCRM (CRM/donor management software), is desired. There is no degree requirement for this position.

Compensation: The Administrative Coordinator will start at 20-25 hrs/week (.5 FTE). Number of hours worked per day and the days of the week worked are flexible. Compensation is \$18-\$20/hr with benefits prorated to .5 FTE. 1.0 FTE benefits include 11 paid holidays, 15 days of paid vacation, a one week office closure each winter, and wellness flexibility will be provided for the duration of employment. WRFI provides a \$325/month stipend to pay for health insurance coverage. WRFI also offers a 403b retirement plan with up to a 3% match on contributions. Additional benefits include a flexible schedule (i.e. no rigid office hours), pro deals on outdoor gear, and an annual budget for professional development.

Equal Opportunity: Wild Rockies Field Institute is an equal opportunity employer and does not and shall not discriminate on the basis of race, color, religion, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, spousal affiliation, mental or physical handicap, serious medical condition, or military status in any of its activities or operations. WRFI recognizes that access to environmental education—along with access to nature spaces, clean air and water, and healthy food—continues to be a privilege. WRFI additionally recognizes that in outdoor and environmental education organizations, the voices and work of people of color, people from low income backgrounds, unhoused people, Indigenous people, women, and LGBTQ2S+ individuals have been often overlooked and/or

intentionally marginalized. Therefore, we especially encourage applications from people who identify in these groups.

Job Responsibilities (approximate % given for each job category):

Financial Management (40%)

- § Maintain accounting processes in QuickBooks Online including:
 - invoicing and processing tuition payments
 - tracking and paying reimbursements
 - tracking student scholarships
 - invoicing vendors
- § Preparation of monthly payroll
- § Reconciling monthly statements (credit card, bank account, etc)
- § Preparation of monthly reports for Executive Director and Board of Directors
- § Collaboration with external CPA service to complete quarterly self-audit and to file annual 990 and other tax forms.
- § Monitoring of WRFI bank accounts and credit card lines for unauthorized use
- § Manage petty cash (up to \$200 at a time) for office purchases and needs
- § Make bank deposits
- § Ensure that all regular/recurring invoices are paid in a prompt manner

General Administrative Duties (20%)

- § Take a lead role ensuring the smooth operation of the office/administration including:
 - Answering phones, monitoring WRFI's voicemail box, and ensuring that messages are passed along to the appropriate members of the WRFI team
 - Preparing mailings and shipment of items from the WRFI office
 - Finding solutions to minor IT issues, including printer use/function, internet connectivity, computer management, etc.
 - Checking the P.O. Box twice a week
 - Maintaining a clean and organized office space

Donor Data Management (15%)

- § Record donations to WRFI; prepare/send tax documentation for donors
- § Update donor files as needed/when contacted
- § Preparation of annual appeal letters
- § Preparation of thank-you letters for each donation
- § Preparation/sending of thank-you packages for medium donors
- § Assist Executive Director in preparing for board and donor events throughout the year (4-6 annually)
- § As time allows, update NeonCRM database records (merges, splits, etc)

Program Support (15%)

- § Run shuttles for courses on an as needed basis (0-2 times per year)
- § Assist field instructors with paperwork and administrative duties related to the courses
- § Assist field instructors with direct tasks in the office in preparation for a course (i.e. pulling specific books from our library, printing student files, helping to box up gear, etc)
- § Assist with recruiting events and trips, including overnight travel (1-2 per year)

Insurance Management (5%)

- § Ensure that policies are renewed yearly; Prepare a review of all insurance policies for the Executive Director annually
- § Update coverage for WRFI property, staff and instructors and additionally insured as directed by Executive Director
- § Prepare documentation for insurance providers as needed
- § Request and prepare insurance documentation for federal permits as needed

Human Resources Management (5%)

- § Ensure that staff files are up to date with required forms (I9, W4, direct deposit form, etc) for all instructors and office staff on an annual basis
- § Preparing welcome packets for new staff members (and board volunteers) as needed
- § Manage WRFI health insurance accounts and update as needed
- § Explaining pay structure to instructors as needed
- § Filing/reviewing instructor contracts as they are created/as needed

To Apply: Please submit a cover letter and resume (not to exceed 3 pages total) to WRFI Executive Director Matt Baker-White at matt@wrfi.net as a single PDF file. Applications submitted by May 17th will be given the highest priority, with an anticipated start date in June. Position will be open until filled. If you have any questions about this process, please feel free to reach out to matt@wrfi.net.