



LABOR NETWORK FOR SUSTAINABILITY

A PROJECT OF VOICES FOR A SUSTAINABLE FUTURE, INC.

JOB ANNOUNCEMENT: ADMINISTRATIVE MANAGER

June 2018

OVERVIEW

The Labor Network for Sustainability- Voices for a Sustainable Future (LNS) is seeking an experienced administrator whose primary overall responsibility is to provide administrative support to the executive director, and to other LNS staff members, and to help them coordinate and conduct their activities as needed. Primary responsibility for managing database, basic website maintenance, setting up and maintaining organizational calendar, internal communications, materials, and central library system. This is a full time salaried position based in Takoma Park MD.

RESPONSIBILITIES (Weekly work priorities to be determined by supervisor):

Information Management

1. Data Management: Powerbase - data input, maintenance, interface with provider, perform tasks for program staff as needed, technical support to staff as needed
2. Organizational Calendar
 1. Set up and maintain Google calendar for organization.
 2. As needed, coordinate scheduling (doodle polls, invitations)
3. Central Library/files: Assess need, set up and maintain central electronic library/files.
4. Materials: Coordinate production of materials and maintain inventory as needed

Internal Communications

1. Maintenance and upgrade of LNS internal and external communications systems and tools; technical support to other staff as needed
2. Internal communications including but not limited to:
 - a. Notes and records of staff calls and meetings
 - b. Notes and records of Board of Directors business, including maintenance of a Board Book.
 - c. Communications support to staff team as appropriate
 - d. Assistance with correspondence as appropriate
 - e. General information requests and web page inquiries
 - f. Social media - provide support to other staff

Administrative Support:

1. Coordinate logistics for board meetings, program meetings, staff meetings and events
2. Assistance with travel arrangements and scheduling as needed
3. Process and track business mail

4. Respond to information requests
5. Manage regular banking tasks
6. Maintain vendor and contractor records and communicate with vendors as needed
7. Maintain schedule for required reporting to IRS and state agencies; assemble and submit required reports, in close coordination with bookkeeper and Managing Director.

QUALIFICATIONS:

- At least 5 years nonprofit administrative experience
- Demonstrated experience in office coordination and administration
- Demonstrated computer skills, including familiarity with Apple OS and Microsoft Office software
- Experience with database management software and services, especially Powerbase
- Self-starter
- Excellent verbal and written communication skills.
- Excellent organizational skills, attention to detail, and accuracy

PREFERRED:

- Ability to travel occasionally
Knowledge of and desire to work in the climate justice and labor movements
- Familiarity with climate, environmental, economic, and social justice issues a plus but not essential

SALARY:

- \$50,000 to \$60,000 annually – commensurate with experience and availability of funds.
- Position is open until filled.

TO APPLY:

Send cover letter, resume, five references and a writing sample, by electronic transmission, to:
beckyglass@labor4sustainability.org

with this Subject line:

Application – Administrative Manager

Labor Network for Sustainability of Voices for a Sustainable Future (LNS) is an equal opportunity employer committed to identifying and developing the skills and abilities of people from diverse backgrounds and challenging patterns of political marginalization and oppression, people of color, working class people, women, differently abled people and LGBTQ persons are strongly encouraged to apply.