

# CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

## **Position Announcement** **Administrative Support Coordinator**

January 14, 2022

*Conservancy for Cuyahoga Valley National Park enriches people's lives and enhances our region by inspiring use, preservation, and support of Cuyahoga Valley National Park. We provide spaces for people to experience a thriving community and are a well-managed and sustainable organization, empowered to accept new challenges and explore new opportunities. Relationships with individuals, organizations and surrounding communities are at the center of the work we do. [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)*

**The Conservancy for CVNP is seeking a collaborative, creative and detail-oriented Administrative Support Coordinator to join our team. This position will manage data entry, billing, scheduling and other logistics, as well as contribute to day-to-day operations at the Cuyahoga Valley Environmental Education Center. This is a permanent, full-time, non-exempt position.**

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

We encourage you to consider the Conservancy for CVNP in the next step within your professional development. Apply today and join our team!

### **Position Description, Essential Duties (other duties as assigned):**

Essential duties include:

- Approach all programs, events and other duties embracing diversity, equity and inclusion. Strive to consider the people, places and cultures that may be missing from your work and look for opportunities to increase inclusivity in all the work you do.
- Direct responsibility for record and data management for CVEEC programs, including data entry, generating appropriate correspondence, and extracting information as needed by other Conservancy staff.
- Provide administrative support for CVEEC through developing and refining administrative policies and operations, maintenance of office equipment, supplies, forms and first aid kits. Work in conjunction with other administrative staff on ordering materials, business forms and other supplies.
- Schedule in-person and virtual day programs with area schools and summer programs with community partners and the general public. Assist with participant recruitment and work with program staff to schedule according to staff availability. Work with program staff to make sure participants are provided with appropriate planning information.
- Collaborate with NPS staff on recruiting, scheduling and managing NPS park volunteers for EEC programs and operations. Manage and maintain Volgistics database as it pertains to EEC volunteers.
- Other duties as assigned.

### **Minimum Qualifications:**

- High School degree or equivalent required. Education or experience represented by a Bachelor's degree or minimum five years previous office experience preferred.

- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.
- Applicant must have weekday daytime work availability, ability to work occasional evenings and weekends and reliable transportation to and from the work site, including off-site programs when applicable.
- Willingness to telework as needed, or if necessitated by health and safety concerns, or government shutdown.
- Knowledge of or willingness to learn a variety of platforms for virtual programs, such as Zoom, Teams, Google Meets, etc.
- Knowledge or willingness to learn to use audio and video recording equipment and software.
- Database management experience required.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Ability to work in a team environment as well as operate independently.
- Ability to speak, read, and write clearly and coherently in the English language.
- Employee must have a valid driver's license, evidence of insurability, and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment. Employees of who will be working around children must be fingerprinted for criminal record check for the state of Ohio and/or an FBI, and fingerprint checks are repeated every five (5) years. All employees working with children must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.

**Status/Pay/Benefits:** Full-Time, Permanent, non-exempt. Pay rate is \$18/hour. Excellent benefits package including medical, dental and vision coverage, a fully vested 403(b) retirement plan, and generous leave time.

**To Apply:** Send cover letter and resume to [apply@forcvnp.org](mailto:apply@forcvnp.org), with the subject line reading **Administrative Support Coordinator**. The optimal start date is February 6, 2022 and posting closes when position is filled.

***The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.***