

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Administrative Support Manager**

July 28, 2022

Who are we:

The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces.

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.

The opportunity:

We are looking for a detailed oriented team player who will bring professionalism and a can-do spirit while providing exemplary customer service for all internal and external collaborations and interactions. Our ideal candidate is skilled at multitasking, prioritizing, and adapting to a dynamic workforce. As a Conservancy employee, you will experience meaningful interaction with supportive and passionate Conservancy and National Park Service colleagues, volunteers, and park visitors.

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

What you'll do:

- Assist all departments with administrative support, clerical tasks, data entry, projects, scheduling, project and event management, logistics and coordination as assigned.
- Perform compilation, analysis, and documentation for monthly reports and statistics.
- Support maintaining, coordinating, and evaluating office equipment and associated leases.
- Manage all aspects of offices volunteers, including recruitment, coordination, scheduling, and task and project management through to completion.
- Provide excellent customer service to all park visitors, guests, members, donors, partners, and staff. Advocate for and provide information about the Conservancy, CVNP and its partners. Monitor, process and respond to general inquiries.
- Ensure that the Administrative Office is kept functional, organized, tidy and aesthetically appropriate for overall effectiveness and productivity of staff as well as welcoming to visitors.
- Responsible for all outgoing and incoming interoffice and postal mailing needs.
- Complete ordering of supplies, forms, furnishings and other items as assigned while practicing sustainable purchasing demonstrating the organizations commitment to reducing environmental, social and economic impacts.
- Responsible for all outgoing and incoming interoffice and postal mailing needs, as well as processing and distribution of shipments, for the Hines Hill Administrative Office.

- Approach all duties embracing diversity, equity and inclusion. Strive to consider the people, places and cultures that may be missing from this position's work and look for opportunities to increase inclusivity in all work performed.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Minimum Qualifications:

Candidate we're looking for:

- High School degree or equivalent required. Three years of previous office experience or direct administrative support experience required. Experience working with volunteers in a nonprofit environment preferred.
- Knowledge of administrative and clerical procedures, systems and methodology. Ability to multitask and prioritize tasks and adapt to a dynamic work environment.
- Ability to use a personal computer and ability to use or learn standard software applications such as the Microsoft Office Suite and Adobe Acrobat.
- Ability to recognize and maintain confidentiality related to proprietary and /or confidential information associated with the Conservancy.
- Ability to define problems, collect and manage data, establish facts and draw valid conclusions.
- Ability to speak, read, and write clearly, effectively and coherently in correspondence, in the English language.
- While performing the duties of this job the employee may be exposed to outside weather conditions daily while walking between locations; noise level in the office is moderate to loud; employee will regularly be required to stay stationary in an office environment with sitting up to eight hours a day; position requires significant amounts of time on a computer and keyboarding; position requires moderate amounts of time on the phone; employee is regularly required to lift up to forty-five (45) pounds; daily use interior stairs.
- The employee must be able to work the assigned hours for the position, including occasional other hours for special events and/or meetings as needed or assigned.
- Employees who are required to drive a Conservancy and/or government vehicles per their essential job duties must have a valid Driver's License, evidence of insurability, and meet our driving record policy. Employee may be required to participate in and pass the government Defensive Driving course.
- Reliable transportation is required. Must be able to travel on a daily basis to the post office and routinely to multiple Conservancy locations for interoffice mail.
- 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.
- 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. Background checks may be subject to repeat every five (5) years.
- The Conservancy's COVID-19 Safety Policy is that all employees entering the workplace must be fully vaccinated against COVID-19. Requests for accommodation for religious or medical reasons will be evaluated in accordance with applicable law.

Status/Pay/Benefits: Full-Time, Non-exempt, \$18.00 - \$20.00 hourly wage range. 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, with the subject line reading Administrative Support Manager. This is an immediate opening 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.