

Administrative & Volunteer Coordinator

Delaware Greenways is seeking an Administrative & Volunteer Coordinator to handle the day-to-day coordination of the organization's office and community outreach.

Successful candidate should be well rounded, detail oriented, hard working with the desire to continue to learn and tackle new assignments.

Must have the ability to plan and prioritize workload to meet deadlines and to work independently.

Candidate should be comfortable with technology, basic bookkeeping skills, have excellent interpersonal and communication skills, ability to use sound judgment and to act as a team player backing up coworkers or other members of the organization when necessary.

Knowledge of Microsoft Suite, Quickbooks, Constant Contact, Donor Perfect and Word Press preferred.

Part-time: 20 hours per week.

Experience: Minimum of two years of successful experience in a related position.

Interested candidates should forward their resume and a cover letter to admin@delawaregreenways.org. No phone calls.

Delaware Greenways is a non-profit organization dedicated to promoting outdoor connections for healthy, vibrant communities.

Essential Job Responsibilities:

1. Handles the day-to-day coordination of the organization's office. Operates as the organization's gatekeeper.
2. Handles basic bookkeeping responsibilities using Quickbooks (A/P, A/R), prepares bank deposits.
3. Maintains and updates the organization's donor and member database utilizing Donor Perfect. Ensures acknowledgement, processing and follow up reporting for all funds received.
4. Assists with the Annual Membership Drive, Annual Appeal and other fundraising activities as assigned.
5. Assists with production of quarterly newsletter.
6. Assists with website and other social media forums, ensuring all data is current and pertinent.
7. Oversees volunteer recruitment, action and retention.
8. Other duties as assigned.