



NORTHEAST-MIDWEST
**STATE FORESTERS
ALLIANCE**

Administrative Coordinator Position

September 2022

The Northeast-Midwest State Foresters Alliance (NMSFA) seeks qualified candidates for an Administrative Coordinator position. This is a full-time, 100% remote/virtual position that operates from a home office setting and reports to the Executive Director. The Administrative Coordinator serves as a resource for implementing the organization's projects and initiatives and provides administrative support for its business operations. Since some travel is expected, the successful candidate will preferably live within the 20-state region or the District of Columbia.

NMSFA represents the state forestry agencies from 20 states across the Northeast and Midwest and the District of Columbia. Our mission is to coordinate knowledge-sharing and cooperation among state forestry agencies and partners to achieve effective and sustainable management and conservation of trees and forests in the Northeast and Midwest.

Responsibilities:

Project Coordination

- Provide support for implementation of the organization's committee projects and initiatives, including coordinating resources, developing implementation plans, and tracking grant deliverables
- Serve as lead organization contact for administrating third-party travel support program for participating member agencies

Event Planning

- Plan and coordinate meetings and events, including event budget development, contract negotiation and monitoring, payments and billing, managing registrations, and developing meeting materials
- Work with the Communications and Policy Director to select meeting and event venues

Administrative Support

- Assist the organization's committees in developing annual reports and work plans
- Coordinate travel reimbursements for member agency staff traveling on behalf of the organization



NORTHEAST-MIDWEST
**STATE FORESTERS
ALLIANCE**

- Assist the Executive Director with financial management duties, including preparing financial reports and coordinating work with the bookkeeper and/or financial services contractor
- Assist the Executive Director with grant management duties, including preparing reports, classifying transactions, and tracking deliverables
- Assist the Communications and Policy Director with basic maintenance and updates of the organization's online resources
- Record meeting minutes at the organization's business meetings
- General administrative tasks as assigned by the Executive Director in support of the organization's business activities

To apply, submit resume and cover letter to info@nmsfa.org by September 16.

Education and experience:

- Associate degree or higher with 3-5 years of administrative and/or project management experience or a combination of relevant education and experience
- Strong working knowledge of Microsoft Office products required
- Knowledge of federal grant processes preferred

Requirements:

- Ability to occasionally travel overnight and must have a valid driver's license