Job Title: Administrative Coordinator

Reports to: Executive Director
Salary: $22,000-$27,000 DOE for 15-25 hours per week.
Benefits: Travel/mileage; paid time off; federal holidays; personal and professional development; other fringe benefits to be negotiated.
Type: Hybrid (in office at least 1 day per week)

Clean Fairfax is seeking a highly organized and enthusiastic individual to help with office administration, light bookkeeping, and other responsibilities related to our environmental & sustainability work in Fairfax County!

Do you have an interest and/or passion for the environment & sustainability? Curious about the working in the non-profit space? This is a great position for someone between careers or looking for a post retirement gig for a few hours a week, or someone with office skills, looking to learn environmental advocacy from the ground up. While we have some needs that must be met with this position, this is an opportunity for you to make this job into something that serves you as it serves Clean Fairfax.

Responsibilities:
- Manage the organization’s communications (including e-mail, snail mail, print, and other digital correspondence)
- Lead in maintaining the physical office space (including inventory, managing mail, general organization, etc.)
- Assist the Clean Streams Coordinator in managing the Community Clean Up program (including logging clean ups, filling and mailing clean up supplies orders, and communicating with residents)
- Maintain organizational records and data
- General administrative duties as needed

Requirements:
- Associates degree or higher in Environmental Studies or Science, Public Policy, Public Administration, Education, Management, Marketing, or combination of 3 years of work experience and education in applicable areas
- Fluent in English speaking, reading, and writing
- Highly organized and communicative
- Flexible schedule (a few weekend events and evening meetings per year will be required)
- Highly computer literate (Microsoft Office Suite or equivalent)
- Able to work independently
- Reliable transportation, ability to commute to Fairfax office space

Preferred:
- Previous experience in the environmental, nonprofit, and/or office administration fields
- Office administration and organizational skills (ie., Quickbooks, ADP Payroll, grant reporting, data management)
- Content management (Wordpress) for website
- Spanish language proficiency
- Interest in Environmental Advocacy, and Environmental Education
- Experience with digital media such as video and podcasting
- Sense of humor

**To apply:**
To be considered for this position, please send a brief cover letter outlining your interest, and a resume to: cfc@cleanfairfax.org with the subject line: Administrative Coordinator. We will be reviewing and accepting applications on a rolling basis, with an expected start date in mid to late September.

The mission of Clean Fairfax is to encourage environmental stewardship and urban sustainability in Fairfax County, Virginia through education, programming, and community involvement. Clean Fairfax seeks to reduce littering and to encourage recycling, reusing, and reducing consumption, promote community action by supporting clean-ups and adopt-a-spots and serve as a clearing house for environmental information in Fairfax County.

To learn more about Clean Fairfax, please visit www.cleanfairfax.org, and check out our socials: @cleanfairfax on Instagram and Twitter, and CleanFairfaxCouncil on Facebook.