**ECOLOGY ACTION OF TEXAS**  
**JOB DESCRIPTION**

<table>
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<tr>
<th>Position/Title:</th>
<th>Administrative Support / Development Specialist</th>
<th>Position Location:</th>
<th>Remote</th>
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<td>Reports to:</td>
<td>Director of Operations</td>
<td>Classification:</td>
<td>Part-time/Non-Exempt</td>
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**ABOUT THE ORGANIZATION**
Ecology Action of Texas is a local 501(c)(3) organization whose mission is to protect, reclaim, and connect communities to neglected and damaged remnants of the urban wilderness. We are one of Texas’ oldest continually operating environmental organizations and work to accelerate ecosystem recovery through biodiversity enhancement, water quality improvements, and regenerative land stewardship. Our first experiment in recycling land, Circle Acres, serves as a future model for how to conceptualize the reuse of wasted spaces.

Ecology Action of Texas supports diverse families and communities and seeks employees who are just as diverse. As an equal opportunity employer, we encourage applications from individuals with varied experiences, perspectives, and backgrounds. Individuals who live in the neighborhood around Circle Acres are encouraged to apply.

**JOB SUMMARY**
Working under the general direction of the Director of Operations, the employee in this position will help the organization achieve its mission by providing high-level administrative support and carrying out a variety of tasks related to fundraising/development, grant writing support and reporting, design of organizational materials and communications. The job is part-time (15-20 hours a week) and remote. Although specific work hours are flexible, the ideal applicant would be available to work at least in part during regular business hours.

We are seeking candidates who are creative, attentive, organized, and enthusiastic about wild green spaces and their connection to communities.

**ESSENTIAL JOB FUNCTIONS**

**A. ADMINISTRATIVE SUPPORT**
1) Responds to and resolves administrative inquiries and questions.
2) Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents.
3) Maintains electronic filing system.
4) Maintains a system for recording expenses and the use of petty cash.

**B. FUNDRAISING/DEVELOPMENT**
1) Maintains a list of potential financial donors including corporations, foundations, and individuals.
2) Compiles necessary information for the application process through collaboration with other employees, database research, and other fact-finding actions and meetings.
3) Works with Operations Director to ensure timely grant submission and within application parameters.
4) Completes all documents, forms, or reports required by the grant.
5) Develops and maintains master files on grants and paperwork connected to programs funded by grants.
6) Develop and implement direct giving campaigns.
7) Produce electronic newsletters at least quarterly using a web authoring application along with distribution software.
8) Creates and distributes social media content.

**KNOWLEDGE, SKILLS AND ABILITIES**

**A. INTERPERSONAL AND CUSTOMER SERVICE SKILLS**
1) Commitment to mission and vision; working knowledge of Ecology Action of Texas programs and objectives
2) Ability to work both independently and as a contributing team member; effectiveness of work depends on ability to gain active cooperation and involvement of appropriate groups and individuals
3) Develop relationships with business coalitions and other policymaking members or interest groups with shared interests in the legislative community
4) Ability to communicate clearly, concisely, logically and coherently (both orally and in writing) with various groups and individuals including government and elected officials

**B. TECHNICAL SKILLS**
1) Proficiency with Microsoft Office suite (Word, Excel, Access, PowerPoint, and Outlook); social media and e-newsletter software (constant contact, etc.).
2) Knowledge of photo editing software and Square Space templates preferred.
### C. ORGANIZATION SKILLS
1. Attention to detail to ensure accuracy and completeness of work output.
2. Ability to meet multiple deadlines while working under time constraints.
3. Excellent problem solving and analytical skills.
4. Ability to work within scope of assignment with minimal supervision and to adhere to prescribed routines and practices.

### QUALIFICATIONS
The Administrative Support / Development Specialist will play an essential role in sustaining and building the organization’s reach and impact. The position has significant growth potential, including becoming full-time with full benefits in the next year.

The ideal candidate will have communications or development experience (or both), a deep commitment to environmental and racial justice with skills at communicating that commitment, and passion for cultivating and maintaining relationships with community partners and supporters.

**A. EDUCATION**
1. High school diploma or GED required. Bachelor’s degree preferred.
2. A combination of education and equivalent work experience in a related field may be considered.

**B. EXPERIENCE**
1. Minimum three to five years of experience in business, accounting, fundraising, graphic design, government relations, communications, non-profit, or related field
2. Proven track record of partnering with internal and external stakeholders to develop and execute comprehensive, successful advocacy strategies
3. Prior work, including volunteer work, with environmental causes preferred
4. Bilingual Spanish/English preferred

### OTHER INFORMATION
1. **SUPERVISORY**
   This position has no supervisory responsibilities. The employee in this position works under the direct supervision of the Director of Operations and is expected to operate with moderate latitude for the exercise of independent judgment in handling complex problems with initiative, creativity, and professionalism.

2. **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**
   This position will be remote, however a preference is given to those who live and are connected to the Austin metro area.

3. **ADDITIONAL RESPONSIBILITIES**
4. Performs such other reasonable duties as may be assigned, including but not limited to, routine administrative tasks
5. Update website as needed (Square Space template).

**Benefits**
Salary is commensurate with experience and will start at $17 an hour, plus paid vacation, sick and family leave, and a health insurance stipend.

**How to Apply**
To apply, please send a cover letter, resume, and an example of prior work product (i.e. grant application, Instagram post, or annual report) to admin@ecology-action.org. Applications will be reviewed on a rolling basis until July 6, 2021.