



Position: Administrative Coordinator

Supervisor: Managing Director

Details: Permanent, Full-time, Exempt

Compensation: \$36,000+. Compensation is competitive and commensurate with credentials and experience.

PTO: This full-time position includes a minimum of 10 days of Paid Time Off (PTO) per calendar year, with increases based on years of service, plus 11 paid holidays annually.

Reflection Riding is seeking a highly organized, detail-oriented **Administrative Coordinator** to join our team in a full-time role supporting the daily operations of our mission-driven organization. This position plays a central role in keeping our programs, rentals, and internal systems running smoothly—managing scheduling, supporting financial and bookkeeping processes, coordinating administrative logistics, and playing a key role in the operation and oversight of our welcome services desk.

While much of the work is computer-based, this position is not confined to a desk. The Administrative Coordinator will regularly staff the welcome desk, assist with guest check-in, and help train staff and volunteers to ensure accurate reporting and a consistent visitor experience. This is a highly collaborative role that blends back-office precision with guest-facing professionalism and reflects the heart of Reflection Riding’s commitment to both community and operational excellence. A general interest in our mission of connecting people with nature brings meaning to the systems, schedules, and services this person will help uphold daily.

Key Responsibilities

Administrative and Operational Support

- Serve as a regular presence at the front welcome services desk, assisting with guest check-ins for field trips, rentals, and programs, while ensuring accurate data collection and adherence to record-keeping and accounting compliance protocols.
- Train and support staff and volunteers in welcome services procedures to ensure consistent check-in processes and accurate reporting across all guest-facing programs.
- Provide administrative support to the President/CEO and Managing Director, including scheduling, document preparation, and task follow-up

- Respond to incoming calls, emails, and in-person inquiries with professionalism and promptness
- Track, order, and manage supplies across campus, including office, hospitality, and event materials
- Coordinate and oversee contract services such as janitorial crews, portable restrooms, and waste management, ensuring timely bookings and quality service

Scheduling and Program Coordination

- Serve as the primary scheduler for all campus activities, including field trips, facility rentals, staff meetings, and public programs
- Maintain internal calendars and scheduling systems, using Asana or similar tools to manage workflows
- Communicate clearly and proactively with both internal team members and external partners

Bookkeeping and Financial Processing

- Record and categorize transactions in QuickBooks Online and process payments through Ramp
- Track accounts payable and receivable, monitor invoices, and maintain organized financial records
- Assist with internal reporting and support audit-ready documentation as needed

Guest Services and Reporting Support

- Provide occasional support at the welcome desk—checking in groups, welcoming guests, and maintaining a friendly, organized front-of-house presence
- Ensure accurate data collection for attendance tracking and reporting
- Support clear communication and coordination between front-line staff and scheduled program hosts

Qualifications

- Bookkeeping and project management experience required
- Familiarity with QuickBooks Online, Asana, and Ramp is a plus; willingness to learn all is essential
- Excellent attention to detail and time management skills
- Clear, professional communicator—written, verbal, and in-person
- Ability to prioritize and follow through in a fast-paced, multi-task environment
- Proficiency in Google Workspace (Docs, Sheets, Drive, Calendar)
- General interest in Reflection Riding's mission and a commitment to team support

Physical Demands and Work Environment

While this role primarily focuses on administrative and computer-based tasks, all staff at Reflection Riding are expected to participate in occasional outdoor work and support campus-wide activities. It is important to be able to navigate campus, assist with outdoor program logistics, and engage in light physical activity (such as lifting supplies or setting up event materials).

This position requires flexibility and a willingness to work in varied weather conditions and natural environments. Reasonable accommodations may be made to enable individuals to perform the essential functions of the job.

Nondiscrimination Policy

Reflection Riding Arboretum & Nature Center believes that equal opportunity is important for our organization's continued success. In accordance with state, federal, and local laws, RRANC intends to comply with all laws that preclude discrimination because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status, and any other protected classification.

This policy applies to all Reflection Riding activities, including, but not limited to, employment, selection of volunteers, purchasing, and selecting vendors or consultants. Reflection Riding defines discrimination as the denial of services, employment, or volunteer opportunities to any class of individuals in a manner that negatively restricts opportunities to that class.

To Apply

Please email your cover letter and resume to jobs@reflectionriding.org with the subject line **"Administrative Coordinator."** Please use a PDF or Word document and save your file in the format LastName-FirstName.pdf