



Everglades Coalition Part-Time Administrative Coordinator

The Everglades Coalition (EVCO), a nonprofit alliance of 57 local, state, and national conservation organizations dedicated to restoring America's Everglades, is looking for an enthusiastic, organized, and professional individual to support the coalition's administrative functions.

Responsibilities:

- Work with Co-Chairs to accomplish administrative tasks related to the coalition, board of directors, and EVCO Team Leaders.
- Support planning and execution of the annual EVCO Conference, including sponsorships, panel development, registration, awards, logistics, communications, member engagement, and more. Work closely with our partner marketing agency.
- Plan and facilitate four (4) quarterly meetings, one (1) retreat, and monthly board meetings. Draft and distribute meeting agendas and materials, and support the Secretary with minutes.
- Manage electronic voting items. Finalize approved documents on electronic letterhead and distribute as instructed.
- Work closely with the Everglades Action Day (EAD) Coordinator to support planning and execution of EAD, including transportation, hotel, itineraries, registration, scholarships, marketing efforts, and more.
- Maintain financial records, budgets, dues, and grant/fundraising support.
- Keep website, social media, membership/team rosters, and listservs updated.
- Draft and distribute weekly newsletter using Beefree.
- Manage email inbox and direct correspondence to Co-Chairs and/or board members.
- Keep Google Drive organized and current.
- Support youth engagement, prospective membership inquiries, and other tasks as requested by Co-Chairs or board members.

Qualifications & Requirements:

- Ability to work an average of 20 hours per week during normal business hours (workload may vary week to week).
- Participate in weekly calls with Co-Chairs and monthly Board calls.
- Attend four quarterly meetings annually (currently two virtual, two hybrid).
- Proficiency in Google Suite, Microsoft Office, Zoom, Canva, Beefree, Wix, Mailchimp, Jotform, Airtable.
- Accounting experience preferred but not required.
- Strong organizational and written/verbal communication skills.
- Passion for protecting Florida's natural resources and environment.

Compensation:

- This part-time position averages 20 hours per week and offers compensation of \$18-20 per hour based on experience, paid on a biweekly basis. As responsibilities grow, there may be opportunities for additional hours.

To Apply: Please email your resume and a cover letter explaining your interest in working with EVCO to Co-Chairs Lauren Jonaitis (conservationdirector@tropicalaudubon.org) and Mark Perry (mperry@floridaocean.org) by **October 1**.

This position offers a valuable opportunity to learn about the Everglades, build connections within the conservation and environmental community, and gain meaningful nonprofit experience. It is well-suited for individuals looking to leverage prior full-time experience in a part-time role or strengthen their resume with hands-on work in the nonprofit sector.