Goldman Environmental Foundation
Administrative Coordinator
San Francisco, CA
Full Time, Non-Exempt

About the Organization
For the past 30 years, the Goldman Environmental Prize has honored the achievements and leadership of grassroots environmental activists from around the world, inspiring all of us to take action to protect our planet. The Prize is administered by the Goldman Environmental Foundation, founded in 1989 by Rhoda and Richard Goldman. For more information, please visit https://www.goldmanprize.org/.

Administrative Coordinator
The Goldman Environmental Foundation (GEF) seeks an Administrative Coordinator to support the success of the administrative, financial, operational, and leadership functions of the organization. The Administrative Coordinator is an integral member of a small team and, as such, also provides logistical support for Prize activities and winners, in particular during the San Francisco portion of the annual Prize tour, a 10-day event surrounding the Prize announcement in April. The Administrative Coordinator reports to the Administrator.

Key Financial, Operational, and Administrative Responsibilities
• Work with the Administrator to support Foundation financial management and reporting through:
  - Managing the expense reconciliation process
  - Processing invoices and tracking accounts payable
  - Running budget reports
  - Preparing for audits, annual budgets, and tax filings
  - Monitoring, recording, and filing wire transfers
  - Assisting staff with cash advances
  - Other responsibilities as assigned

• Manage operations and facilities activities with guidance from the Administrator, including:
  - Serving as liaison with IT, telephone, and other office vendors
  - Researching new vendor contracts and contract changes
  - Scheduling building maintenance and repairs
  - Assisting with capital purchases and leasehold improvements
  - Monitoring and ordering office supplies
  - Overseeing postage and copy machines and other office equipment
  - Managing the office kitchen, supply room, conference room, and other common areas/resources

• Support GEF administration and leadership by:
  - Occasionally serving as Executive Assistant to the Executive and Deputy Directors as needed
  - Organizing weekly staff meetings, staff celebratory events, and team-building activities
  - Scheduling and staffing internal and external meetings, including catering, set-up, clean-up and note-taking
  - Scheduling Board and Advisory Committee meetings
  - Answering the phone and door, and greeting guests
  - Maintaining and coordinating the public calendars
  - Responding to requests from the public
  - Assisting with preparation of GEF’s Board dockets
  - Performing administrative tasks such as creating and maintaining files, copying, and faxing
  - Posting job openings and scheduling interviews
  - Scheduling employees’ annual performance reviews
  - Posting outgoing mail, opening and distributing incoming mail
Key Prize Award and Tour Responsibilities

- Work with the Program staff to facilitate Prize tour events and activities
- Provide logistical support for Prize tour activities, including:
  - Scheduling events, meetings, and dinners, and organizing catering and audio/visual technology as needed
  - Prize winner support, including assembly of welcome gifts, cell phone coordination, and nametags
  - Overnight on-site staffing at the San Francisco hotel
  - Monitoring travel arrangements coordinated by Nations Travel (national and international flights and ground transportation)
- Annual Prize Jury docket reading, editing, assembly, and distribution
- Maintenance of ceremony guest lists and running of reports in the GEF Salesforce database
- Other responsibilities as assigned

Minimum Job Requirements

- 3-5 years previous administrative experience
- Strong organizational and problem-solving skills, accuracy, attention to detail, and discretion handling sensitive information
- Superior interpersonal skills, with good instincts about people and a track record of building and maintaining excellent work relationships.
- Exceptional communication skills, including writing, proofing, and editing skills.
- Digital literacy including: Microsoft Office, financial recording and reconciliation software, and database management
- Demonstrated initiative, sound judgment, ability to anticipate staff and stakeholder needs, and the tenacity to see tasks through to completion in an accurate and thoughtful manner
- Strong work ethic and a track record of being proactive and willing to pitch in as needed
- Flexibility in meeting shifting demands and priorities
- Ability to adapt and perform well under pressure
- Alignment with GEF’s mission
- Foreign language skills are desirable, but not required
- Information technology and security experience is desired, but not required

Compensation and Location

The Goldman Environmental Foundation offers an excellent benefits package and a competitive salary that is commensurate with experience. This position is located in San Francisco, California.

To Apply

To be considered for this position, interested candidates should submit a resume, cover letter, and salary requirements to Melissa Eckert at jobs@goldmanprize.org. All applications will be reviewed. Qualified candidates will be contacted. The position is open until filled.

The Goldman Environmental Foundation is an equal opportunity employer.