



IRL Council

Staff Position Description

JOB TITLE: Administrative Coordinator

- LOCATION:** Sebastian, Florida
- EMPLOYER:** IRL Council, an independent special district of the State of Florida, and host of the Indian River Lagoon National Estuary Program. The IRL Council is an Equal Employment Opportunity/Veteran's Preference/Drug-Free and Tobacco-Free Workplace. This position is an "at-will position."
- JOB POSTING:** July 26, 2022
- DEADLINE:** Open until filled. Anticipated start date is October 1, 2022.
- APPLICATION:** Applications must include a cover letter, detailed resume and 3 professional references. Email application to info@irlcouncil.org
- SALARY:** \$41,000 base. Negotiable based on qualifications and experience
- BENEFITS:** Medical, Dental, Vision; PTO (Paid Time Off); Florida Retirement System; Life Insurance; Employee Assistance Program

POSITION SUMMARY:

The IRL Council is seeking a high-level administrative coordinator who demonstrates a commitment to public service and team success. The ideal candidate has exceptional clerical and office management skills as well as some project management and Accounts Payable experience. Must be able to work in a fast-paced environment. Reasonable accommodations may be made to enable individuals with disabilities.

PRIMARY RESPONSIBILITIES:

- Coordinates all internal communications as point of contact for the 100-member IRLNEP Management Conference. This includes writing and distributing emails and maintaining contact lists; meeting planning and scheduling; development and distribution of agendas, meeting packages, and presentations; taking accurate minutes of all meetings; maintaining a timely and accurate document archive for public records and fulfillment of public records requests.
- Assists the Chief Operating Officer (COO) with project management, maintenance and retrieval of public records; organization and management of a cloud-based document archive.
- Assists in the development of documents and reports, print and web publications, and other marketing and educational collaterals. Prepares documents to be ADA compliant before posting.
- Acts as the point of contact for office visitors and callers; provides support for questions and comments.

- Tracks and replaces office supplies as needed; fulfills merchandise orders and tracks inventories.
- Other duties as assigned.

QUALIFICATIONS:

- Associate's degree plus 3-years of work-related experience; or a Bachelor's degree and 1-year of work-related experience; or a high school diploma and 5-years of work-related experience.
- Exceptional clerical skills and proficiency with Microsoft Office suite of products, primarily Word, Excel, and PowerPoint.
- Excellent time management and organizational skills. Ability to work independently to oversee multiple projects simultaneously. Previous experience working with a public agency or state/local elected office is preferred.
- Outstanding interpersonal skills; ability to work cooperatively with a variety of stakeholders including IRLNEP staff, agencies, elected officials, local governments, environmental groups, and academic organizations.
- Experience working with online merchandise sales and product fulfillment.

TRAVEL AND WEEKENDS:

Occasional day travel throughout the 5-county Indian River Lagoon Region as needed. Occasional overnight and/or weekend travel for events, conferences, trainings, and meetings. Annual travel for EPA technical transfer and annual meetings.

HR PRE-SCREEN OF APPLICANTS FOR ELIGIBILITY:

The IRL Council participates in E-Verify, an internet system that allows agencies and businesses to determine the eligibility of their employees to work in the United States.