



**ONE LAGOON**

ONE COMMUNITY · ONE VOICE

INDIAN RIVER LAGOON  
NATIONAL ESTUARY PROGRAM

## **IRL Council Staff Position Description**

- JOB TITLE:** Administrative Coordinator
- LOCATION:** Sebastian, Indian River County, Florida
- EMPLOYER:** IRL Council is an independent special district of the State of Florida and host agency for the Indian River Lagoon National Estuary Program.
- JOB POSTING:** October 20, 2020
- DEADLINE:** Open until filled.
- APPLICATION:** Applications must include a 1-page cover letter, detailed resume and 3 recent professional references. Email application to [info@irlcouncil.org](mailto:info@irlcouncil.org)
- SALARY:** \$40,000 base. Negotiable based on qualifications and experience.
- BENEFITS:** Medical, Dental, Vision; Paid Time Off; Florida Retirement System; Life Insurance; Employee Assistance Program.

### **PROGRAM DESCRIPTION:**

The Indian River Lagoon National Estuary Program (IRLNEP) is one of twenty-eight National Estuary Programs in the United States. The program works with a large and diverse Management Conference of over 100 stakeholders and partners who serve on one of three committees (citizens, scientists, resource managers) that make program recommendations to the IRL Council Board of Directors. The IRLNEP functions as a central communication, coordination and collaboration hub for Indian River Lagoon restoration and stewardship activities throughout the estuary watershed. IRLNEP partners implement actions recommended in the IRL Comprehensive Conservation and Management Plan (CCMP) that protect the health and economic value of the Indian River Lagoon.

The IRLNEP Management Conference and IRL Council Board of Directors meet quarterly in public meetings in compliance with Florida Sunshine Laws. The IRLNEP also funds and manages multiple contracts focused on water quality improvements, habitat restoration, scientific research, and citizen engagement.

## **POSITION SUMMARY:**

The IRL Council is seeking a high-level clerical and administrative coordinator who demonstrates a commitment to public service excellence and team success. The successful candidate will provide exceptional internal communications support, as well as a diverse range of administrative support to a highly productive IRL Council staff. This includes day-to-day support of the Chief Operating Officer and the IRLNEP team. The position is expected to perform all duties in a professional, efficient, and effective manner.

## **PRIMARY JOB RESPONSIBILITIES:**

- Coordinates all internal communications as point of contact for the IRLNEP Management Conference members, boards and committees; plans and schedules meetings and events; coordinates all meeting logistics; develops meeting invitations, agendas and presentations.
- Develops and organizes meeting packages; assembles all support documentation for quarterly meetings; serves as recording secretary at meetings and conferences; takes and distributes official minutes; and fulfills requests for meeting information as needed.
- Assists the Chief Operating Officer (COO) with maintaining and organizing public records; organizes and manages all information submitted to the IRLNEP One-Drive
- Manages the IRLNEP Small Grants Program; serves as first point of contact for invoices from contractors, tracks and organizes invoices for the COO.
- Organizes and maintains IRL Council and IRLNEP files; conducts research as needed from files, legal and technical documents to obtain data relevant to specific questions or problems; reviews source materials for articles, manuals, confidential findings, or speeches.
- Prepares reports and presentations for meetings, individuals and the public regarding matters pertaining to programs or operations.
- Tracks and replaces office supplies as needed; fulfills merchandise orders and tracks inventories.
- Assures that IRLNEP materials are ADA compliant before distribution on the Internet.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to work in a fast-paced environment that is dedicated to excellence and a high level of performance. The following knowledge, skills, and/or experience are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- An Associate's degree from an accredited college or university, plus 5-years of work-related experience; or a Bachelor's degree and 3-years of work-related experience; or a high school diploma and 10-years of work-related experience.
- Outstanding interpersonal, written and oral communications skills.

- Exceptional clerical skills and proficiency with Microsoft Office suite of products, primarily Word, Excel, and PowerPoint, including experience in developing and testing documents for ADA compliance.
- Excellent time management and organizational skills.
- Ability to work collaboratively with a variety of stakeholders including IRLNEP staff, agencies, elected officials, local governments, environmental groups, and academic organizations.
- Ability to work independently to oversee multiple projects simultaneously.
- Previous experience working with a public agency or state/local elected office is preferred.
- Experience working with on-line merchandise sales and product fulfillment and delivery is desired.

**TRAVEL AND WEEKENDS:**

Occasional day travel throughout the Indian River Lagoon Region as needed. Occasional overnight and/or weekend travel for events, conferences, trainings, and meetings.

**HR PRE-SCREEN OF APPLICANTS FOR ELIGIBILITY:**

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