



**ONE LAGOON**

ONE COMMUNITY · ONE VOICE

INDIAN RIVER LAGOON  
NATIONAL ESTUARY PROGRAM

## IRL Council Administrative Coordinator

- LOCATION:** Sebastian, 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.
- DEADLINE:** Open until filled.
- APPLICATION:** Applications must include a 1-page cover letter, 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.

### 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 JOB RESPONSIBILITIES:

- Coordinates all internal communications as point of contact for the 100-member IRLNEP Management Conference. This includes meeting planning and scheduling, development and distribution of agendas and meeting packages, maintaining a document archive for accurate public records, and presentation development.
- Services as recording secretary at meetings and conferences; takes and distributes official minutes; and fulfills information requests as needed.
- Assists the Chief Operating Officer (COO) with project management, organizing, maintaining and retrieving public records; organizes and manages a cloud-based document archive; assists team with document development and proofreading.
- Tracks and replaces office supplies as needed; fulfills merchandise orders and tracks inventories, performs other duties as assigned.

### QUALIFICATIONS:

1. 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.
2. 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.
3. 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.
4. 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.
5. Experience working with online merchandise sales and product fulfillment 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.