



HIGH LINE CANAL

CONSERVANCY

Connecting Communities—Connecting Nature
from the foothills to the plains

~Job Description~

September 2022

Position: Administrative Coordinator
Reports to: Chief Operating Officer
Pay Range: \$40,000-\$58,000 (starting salary commensurate with experience)
Position Status: Full-time
Posting Dates: September 26, 2022, open until filled

About the High Line Canal Conservancy

The High Line Canal Conservancy is a nonprofit organization with a mission to preserve, protect and enhance the 71-mile long High Line Canal in partnership with the public. The Conservancy was formed in 2014 by a passionate coalition of private citizens to provide leadership and harness the region's commitment to protecting the future of the Canal—a 100-foot-wide corridor comprising the Canal channel, trail, and adjacent vegetation. With support from each of the eleven jurisdictions along the Canal's reach, and in partnership with Denver Water, the Conservancy is working to ensure that the Canal is protected and enhanced for future generations.

Through its mission, and as guided by the Strategic Plan, the Conservancy is committed to supporting healthy lifestyles, improving the natural environment, and enhancing the Canal's infrastructure, ensuring that all people of our region - considering, but not limited to, race, ethnicity, economics, age, geography, ability, and sexual orientation - have access to a safe and welcoming outdoor space. Learn more about the Canal and the Conservancy at www.highlinecanal.org.

Position Summary

This position provides a unique opportunity to be part of a growing nonprofit dedicated to the long-term protection and enhancement of one of the metro region's largest and most unique recreational and ecological assets.

Under the direction of the Executive Director and Chief Operating Officer, the Administrative Coordinator will work collaboratively across multiple departments and simultaneously be self-directed to help achieve the High Line Canal Conservancy's organizational goals. The ideal candidate for this position will be flexible and willing to perform a wide range of administrative support activities. The Administrative Coordinator will also have a passion for creating a professional, positive, and efficient experience for external customers, donors, partners, board members and Conservancy staff.

Key Responsibilities:

- Assist Executive Director and Chief Operating Officer with communications, contact management, meeting scheduling and other support, as needed
- Organize materials and work with Executive Team in leading staff meetings
- Serve as a liaison between community members and Conservancy staff to provide timely and thoughtful response to general organizational inquiries, including phone calls and the hello@highlinecanal.org email
- Greet office visitors including those who stop by unexpectedly.
- Oversee various day-to-day operations of the office, including copier, computers, office supplies and facilities, and support and train others on these tasks when requested
- Administer the sales of Canal paraphernalia and maintain inventory
- Perform regular office errands and deliveries, open and disperse mail
- Ensure that the HLCC maintains records and reports in accordance with necessary rules and best practices for nonprofit management
- Support the ongoing development of and updates to HLCC policies, procedures, systems, and organizational infrastructure
- Maintain and modify systems and processes for internal communications including naming systems and operational conventions for Dropbox, file sharing, manual backup systems, and training. Work with IT consultant, as needed
- Assist Executive Team of Board activities and select other meetings, including coordination of Board updates, agendas, and meeting presentations, copies, securing meeting locations, room prep, minutes
- Oversee Conservancy calendar, and meeting schedule management and conventions
- Track and file board resolutions, meeting minutes, presentations, by-laws, conflict of interest statements, terms
- Assist COO in keeping the office organized and well-functioning, including ensuring compliance with the lease agreement, ordering furniture and hardware, identifying and managing internal and external storage needs, managing the relationship with outside vendors (e.g., IT support, external cleaning company, trash service), and other activities as needed.
- Support Executive Team and Conservancy Staff in Programs, Communications, Development, Finance, and Planning projects as needed.
- Develop a general knowledge of the Conservancy's purpose, goals, and Strategic Plan initiatives
- Participate in programs and events when required to support Conservancy's mission

Knowledge, Skills, and Abilities:

- Strong leadership skills
- Excellent written and verbal communication
- Experience with MS Office (Word, Excel, PowerPoint), Adobe
- Ability to prepare reports, spreadsheets, and presentations
- Good interpersonal and customer service skills
- Ability to collaborate with staff across multiple disciplines
- Strong organizational and time-management skills and ability to multi-task
- Commitment to incorporating diversity, equity, inclusion and accessibility practices and values in the work environment and through the impact of our work and a demonstrated ability to work effectively with people from a range of social, ethnic, and cultural backgrounds.

Qualifications

- High School Diploma or Equivalency



- Two years of experience working in office support role
- At least one year of customer service experience
- Associate or bachelor's degree a plus but not required (Two years of additional experience may be substituted for a degree)
- Proficiency in MS Office applications
- Bilingual, with verbal and written fluency in English and Spanish preferred but not required
- Occasional evening and weekend hours may be required to assist with trainings and events.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Compensation

This is a full-time (40 hrs./wk.) position based at the Conservancy's offices. Currently, the Conservancy is working in a hybrid work environment with employees expected in-person a minimum of 24 hours per week. In addition, all employees are encouraged to spend some of their time out of the office at Canal events and programs. Annual salary will be commensurate with experience. The Conservancy provides a competitive benefits package that includes medical, dental, vision coverage, Simple IRA with 3% employer contribution and paid time-off accrual.

Application Instructions

Qualified applicants are encouraged to apply by sending a resume with a cover letter addressing the applicant's interest in and qualifications for the position. Send both documents as PDF attachment to employment@highlinecanal.org. Candidates selected for interviews may be asked to provide responses to a supplemental questionnaire and/or present work examples as part of the selection process.

No phone calls, please. All High Line Canal Conservancy employees are required to undergo a background check. This is an at-will position. **Application process will be open until filled.**

Black, Indigenous, and People of Color (BIPOC) and others who identify as nonwhite, people with disabilities, and members of the LGBTQIA+ community are encouraged to apply for this role.

The High Line Canal Conservancy is dedicated to equal employment opportunities in any term, condition, or privilege of employment. HLCC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At the Conservancy we are dedicated to building a diverse, inclusive, and authentic workplace. If you are interested in this role but your experience does not check all of the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

