

CRAIGARDAN

Administrative Coordinator Job Description

ADMINISTRATIVE COORDINATOR

Craigardan seeks a dynamic new Administrative Coordinator to join our talented team as we continue to build our beautiful new campus on Craigardan's 320 acre site in the heart of the Adirondack Mountains.

This is a year-round, full-time position with room for growth into a director level position that allows for creative problem-solving, innovation, and exploration in a supportive, inclusive environment.

This position provides a rich and rewarding experience while maintaining a positive work-life balance. The Adirondack region is known for its work hard / play hard ethos, and Craigardan is located at the center of this incredible playground for outdoor enthusiasts.

Our staff is the heart and soul of this place-based organization and we value their personal well-being as much as their professional growth. Learn more about our people and programs at www.craigardan.org.

WHAT WE DO

Craigardan is a nonprofit arts organization and educational working farm that leverages collective creativity for social good. We bring people together for place-based and interdisciplinary learning, providing creative residencies, courses, and events that span diverse artistic and knowledge disciplines in order to foster curiosity, inquiry, and collaboration. Craigardan supports ceramic, literary, visual, and performance artists, as well as farmers, chefs, activists, scholars, and researchers from the Adirondack region and around the world. We cultivate a dynamic that amplifies each individual's work and activates collective creativity within the community. We believe that fostering the interaction between artists and the local public is as important as providing sheltered time to artists to further their creative practices. As an organization deeply rooted in this region's unique history, Craigardan exists at the nexus of processes (re)making this region's present and future: environmental conservation, the resurgence of small farms, rural economic revitalization, and cultural/social activism. By developing interdependent connections within our local Adirondack community, we nurture a deep sense of place through people, culture, food, stories, and the exchange of ideas and skills. With a built-in focus on equitable exchange across a wide range of disciplines, Craigardan offers an experience that ties the creative process to larger contexts. This experience leads to new questions and new initiatives; and it generates positive social change through collective creativity.

MISSION + VISION

Craigardan is a 501(c)3 nonprofit organization with a mission to encourage the human imagination to interpret the world with philosophical, ecological, and artistic perspective. We envision an Adirondack region defined by its makers who are committed to the development of sustainable systems that integrate the needs of human communities with the integrity of the natural world.

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THE POSITION

As an integral member of Craigardan's team, the Administrative Coordinator must work closely with staff in all areas of the organization. With the direction and close collaboration of the Executive Director, the admin coordinator will oversee three areas:

- *Farm Store Administration (50%)*
 - Conduct weekly ordering for store and program needs
 - Stock and organize the store and gallery
 - Manage sales, inventory, general record-keeping
 - Manage artist and store vendor information
 - Ensure SNAP/WIC program and DOH/ Ag and Markets compliance
 - Effectively and positively talk about Craigardan and its programs with customers, volunteers, and the local public
- *Office Administration (30%)*
 - Assist with bookkeeping using spreadsheets and credit card processing software
 - Manage billing and invoices
 - Manage organizational record-keeping
 - Manage vendors and paperwork
 - Ensure sales tax compliance
 - Oversee program registration and paperwork
 - Maintain meeting notes and calendar organization
 - Assist with implementation of Craigardan's strategic action plans
 - Other administrative duties as needed such as purchasing, filing, banking, mailings, errands, etc.
- *Development Administration (20%)*
 - Manage the donor database
 - Write thank you notes and tax letters for donors
 - Assist with the annual report, annual appeals, benefit event, and other donor cultivation events and opportunities
 - Assist with correspondence between staff, board, advisors, donors, and program alumni

WHAT YOU DO

You have acquired the life experience and work skills for this position and you have a strong desire to think creatively, learn about, and promote:

- The importance and role of philanthropy in the arts and social change
- The value of cultural opportunities in rural regions
- Connections between regional/national/international community members, program alumni, and organizational initiatives
- The power of the arts and the creative process in designing the future we want

You are capable, curious, and positive; and you are comfortable in your ability to:

- Lead but also listen; ask questions and take direction

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- Be highly responsible, dependable, observant, adaptable, and organized
- Communicate exceptionally well both verbally and in writing
- Work alone or in a team
- Accept critical feedback
- Think and act quickly and efficiently, without missing details
- Manage spreadsheets and documents, databases, and project timelines in a clean and organized way
- Develop systems to collaborate and work efficiently with others
- Manage multiple projects simultaneously and meet deadlines
- Continue to learn and grow; and set and achieve goals

ELIGIBILITY

Required Education and Experience:

- Bachelors Degree
- At least 2 years of related experience
- Nonprofit experience a plus but not required

Applicants must have a strong affinity for Craigardan's mission and work, live in or be willing to relocate to the Adirondacks, and thrive in a place-based environment – this position is not a remote or work-from-home position.

We strongly recommend reading Craigardan's 2021-2025 Strategic Plan before applying at <http://www.craigardan.org/strategic-plan>

COMPENSATION

Full-time, 40 hour per week position

This position provides training and offers room for growth for the right candidate

Starting salary \$42,000 - \$45,000 commensurate with experience and skills

The employment package includes:

- 30 paid holiday, personal, and wellness days per year
- Monthly medical stipend
- Staff shares of farm food produced at Craigardan and 15% off in the Farm Store
- Free access to programs and educational classes
- Continuing education, training, and professional development support

COVID-19 vaccination is required. This position requires working occasional weekends and some holidays. This job description covers key responsibilities but does not outline all duties.

This is a long term position, all applicants must be willing to commit to *at least* two years.

Craigardan is an equal opportunity employer. We highly encourage applications from women, people of color, and people who identify as LGBTQIA+

APPLY

Apply in confidence. Email a cover letter, resume/CV, and three references by email to Michele Drozd, executive director, at info@craigardan.org. **Deadline is rolling until position is filled.**

Start date: Fall 2024