

## **Shared Organizational Communications Coordinator**

### **Position Overview**

The Geneva Lake Environmental Agency (GLEA) and the Environmental Education Foundation (EEF) seek a highly organized, detail-oriented Communications Coordinator to provide shared support to both nonprofit organizations.

- Part-time, hourly position averaging approximately **20 hours per month (5 hours per week)**
- **\$20-22 per hour** based on experience
- Approximately **290 total hours annually** (subject to adjustment based on organizational needs)
- Jointly supervised by GLEA Executive Director and EEF President
- Hired by a joint hiring committee representing both organizations

### **Core Responsibilities**

#### **Board & Meeting Support**

- Schedule Board meetings, committee meetings, and check-in Zoom meetings
- Prepare and distribute meeting agendas in collaboration with organization directors
- Take and distribute accurate meeting minutes
- Assist in maintaining Board calendars, events, and deadlines
- Coordinate logistics for meetings and special events

#### **Administrative & Organizational Support**

- Organize and maintain electronic and traditional records
- Assist committee chairs in scheduling meetings and events
- Support posting and sharing information with Board and committee members
- Manage and organize contact lists and mailing databases
- Assist with electronic and traditional mailings

#### **Communications & Marketing Support**

- Collaborate with Marketing Committees to produce and distribute materials
- Assist with website updates and social media coordination
- Support preparation and distribution of electronic communications

#### **GLEA-Specific Seasonal Support (Peak: Late Spring–Early Fall)**

- Provide increased administrative coordination during field season and high-activity months
- Assist with public-facing communications and program coordination

#### **EEF-Specific Support (Peak: Fall–Early Spring)**

- Support Board governance and committee work
- Provide administrative assistance while the Treasurer focuses on financial management responsibilities

**Skills & Qualifications**

- Strong organizational and time management skills
- Excellent written communication skills
- Experience taking accurate meeting minutes
- Proficiency in Microsoft Office and/or Google Workspace
- Comfort using Zoom and managing digital calendars
- Familiarity with website and social media platforms preferred
- Ability to work independently and manage fluctuating seasonal workload
- Flexible, proactive, and comfortable supporting evolving priorities across two organizations

**Ideal Candidate**

We are seeking a dependable, detail-oriented professional who:

- Enjoys supporting mission-driven organizations
- Thrives in an organized, structured environment
- Communicates clearly and professionally
- Can adapt to seasonal workload changes
- Values environmental stewardship and community engagement

Please apply by sending a Cover Letter and Resume to [director@gleawi.org](mailto:director@gleawi.org). Resumes will be accepted until the position is filled or June 1, 2026.