

Climate Change Coalition of Door County (CCDC)

Position Description for Administrative Support Coordinator

The Climate Change Coalition of Door County is a non-partisan organization that through education, outreach and civil dialogue increases public understanding of climate change and its many detrimental impacts at home and around the world. Our objective is to inspire prompt action by individuals and policymakers at all levels to address the causes and challenges of climate change and to help communities adapt to its impacts.

The Coalition is a proud partner of Lakeshore Natural Resource Partnership (LNRP), a 501(c)(3) organization. As the umbrella organization, LNRP provides fiscal management, including payroll administration, as well as support for grant writing, member management, strategic planning and outreach.

Position Location: CCCDC does not have a physical office location. Work is generally performed at home or conducted within Door County at mutually agreed upon locations.

Position Support: CCCDC will provide support for supplies, training and other job-related needs and expenses.

Position Summary: The Administrative Support Coordinator reports to the CCCDC Steering Committee, supports a variety of administrative duties, programs and activities for CCCDC and may frequently be the first point of contact for external inquiries. Response to email communication within 24 hours is essential.

Position Responsibilities:

1. Serve as primary contact for phone, website email and Facebook inquiries; handle and/or direct to the appropriate SC member.
2. Check CCCDC PO Box regularly; handle and/or direct to appropriate SC member.
3. Work with SC members to maintain and update CCCDC website and social media sites.
4. Organize and attend all Steering Committee meetings; provide input and information as needed.
5. Work with SC members to develop meeting agenda; distribute agenda 7 – 10 days prior to SC meeting along with relevant materials.
6. Take meeting minutes and distribute to SC members on a timely basis.
7. Maintain and update records of CCCDC contacts, including uploading new members to the database after quarterly programs, organizing the database to be used for mailing lists, and correcting for duplication.
8. Generate Vertical Response email blasts for upcoming programs, fundraising events, and other opportunities as defined by the Steering Committee.
9. Assist with preparations for the annual Climate Change Forum, quarterly programs, and other events as assigned by the Steering Committee.
10. Assist with recruiting volunteers; coordinate and oversee volunteer activities and tasks.
11. Maintain Business Outreach list and organize for follow-up by SC members.
12. Other duties and tasks as assigned.