



**The Greater New Orleans
Interfaith Climate Coalition**

Title: Administrative Coordinator

Hours: 100 hrs per month max

Compensation: \$30/hr

Minimum Commitment: 1 year

Location: Hybrid; must be located in New Orleans

Employment Type: Contract (**not employee*)

Job Posting for **Administrative Coordinator** for the Greater New Orleans Interfaith Climate Coalition (GNOICC; www.gnoicc.org)

The Greater New Orleans Interfaith Climate Coalition (GNOICC) seeks a motivated individual to coordinate its administrative, fundraising, and project management needs during a time of exciting transition for the organization.

Since its founding in 2021, GNOICC's programs have been led and performed by the organization's dedicated volunteer Board members, with contracted support from an administrator and expert consultants. The organization seeks to fill the Administrative Coordinator role with an experienced nonprofit professional who will support GNOICC through a transition to a more formal structure and more sophisticated programs.

Core Responsibilities:

1. Coordinate and plan meetings, including scheduling, sending invitations, and setting up necessary equipment.
2. Work with the Board Chair and each Program Team chair to support and track implementation of GNOICC's goals, objectives, strategies, and activities.
3. Assist, as needed, the Treasurer and bookkeeper to: manage budgets and track expenses, manage deposits and outgoing payments, and report to the Board monthly on the organization's financial status.
4. Support the Board Chair in the regular execution of organizational duties, including on-site meeting support, financial management, and other support tasks as needed.
5. Coordinate fundraising administration for the organization, including:

- a. Serving as a liaison between the Board and foundation grantors to ensure timely communications, including proposal and report submissions.
 - b. Supporting a contract bookkeeper to actively track all grant fund spending,
 - c. Reporting to the Board regularly on the status of grants and deliverable tracking.
- 6. Support the chairs of GNOICC's four program teams in their activities and objectives, including but not limited to: tabling at community events, internal event planning and management, document management, information tracking, expenditures, and managing contacts and contracts.
- 7. Lead planning for the organization's two large annual events, including managing catering, rentals, programs, printed materials, invites, and attendee registration and support.
- 8. Manage GNOICC's correspondence in a timely manner, including maintaining the organization's public email address and retrieving and processing the organization's regular mail on location in New Orleans.
- 9. Maintain GNOICC's membership and mailing listservs.
- 10. Recruit, train, and supervise GNOICC's Communications and Projects Intern in coordination with related program chairs.

Qualifications sought:

- 1. Minimum of 3 years' experience with administrative coordination work, ideally in a nonprofit environment, including managing calendars, cloud-based file management, and light bookkeeping
- 2. Basic familiarity with grant management and fundraising support
- 3. Proficiency with Google Workspace, including managing Drive files, maintaining Sheets, and navigating Docs.
- 4. Project management and event coordination experience preferred.
- 5. Ability to identify and resolve issues efficiently and creatively
- 6. Strong time management skills and attention to detail.
- 7. Excellent verbal and written communication.
- 8. Commitment to GNOICC's Mission, First Principles, Core Values, Methods, Affirmative Action, and Code of Conduct.
- 9. Familiarity with and commitment to principles of climate and environmental justice.

Transportation Requirements: Valid and current driver's license and/or reliable transportation. Mileage reimbursement available.

About GNOICC: The Greater New Orleans Interfaith Climate Coalition acts as a catalyst to educate, empower, engage, and equip faith leaders and communities to meet our moral, ethical,

and spiritual responsibility to establish climate justice and promote care of the Earth, and all that dwell here. We are committed to encouraging participation by all faith communities of our local area but in particular members of those groups which tend to be underrepresented in the dominant political and economic system: women, racial and ethnic minorities, the poor, and minorities of sexual orientation.

Principles of environmental and climate justice are at the center of all the programs, activities, and agendas of GNOICC as an entity and its individual Teams and its General Assembly. GNOICC's programs are deeply energized and inspired by the practices and teachings of the various faith and secular communities that GNOICC partners with and represents.

To apply, please email your resume and cover letter to contact@gnoicc.org and Jonathan Leo at jonathan.s.leo@gmail.com; Please include "Administrative Coordinator" in the subject line.

Application deadline is May 1, 2025.