**Restoration Administrative Coordinator**

**ELIZABETH RIVER PROJECT**  
[www.elizabethriver.org](http://www.elizabethriver.org)

**Summary**

The Elizabeth River Project, one of the oldest and largest environmental nonprofits on the Chesapeake Bay, seeks a Restoration Administrative Coordinator to assist with all aspects of administering programs to restore water quality and wildlife habitat in the Elizabeth River watershed, with an emphasis on grant and contract support, and other administrative tasks to ensure accurate bookkeeping and invoicing for projects such as rain gardens and shoreline restorations conducted as part of the Elizabeth River Project’s signature River Star Homes program. More than 5,700 homeowners participate in this program. Each year, many of these homeowners sign up through the program to install rain barrels, rain gardens, shoreline restorations and native plant installations and other on-the-ground projects for the good of the environment. To make these projects affordable to the homeowner, Elizabeth River Project secures funding from federal and state grants as well as contracts from area cities, other not-for-profit groups, and also homeowners. The Restoration Administrative Coordinator will ensure accurate and appropriate cost-sharing and reporting for these residential projects and other river restoration projects, also typically funded from multiple sources.

The Coordinator will also perform routine communications and administrative assistance as needed to support the Restoration Team, a fast-paced group of environmental science professionals working on the forefront of urban river restoration. The right candidate is organized and detail-oriented with excellent time management skills and the ability to juggle multiple deadlines and projects. Basic bookkeeping or small business management experience and/or education required along with strong written and verbal communications. A working understanding of environmental stewardship a big plus. The right candidate will have the opportunity to assist as time and physical ability allow with on-the-ground environmental restoration activities such as installation of oyster and wetland habitat.

**Job Description**

The Restoration Administrative Coordinator will perform basic contract and grant management activities such as reporting, and communication with program managers to support the administration of multiple grants, contracts and homeowner cost-sharing projects relating to the environmental restoration of the Elizabeth River in SE Virginia. The Coordinator will prepare documentation and reporting to help ensure appropriate implementation of grants and contracts including timely, accurate and appropriate invoicing and other communications with stakeholders, contractors and grantors. The Coordinator will assist with grant and contract
proposal development, will track matching funds for grants and provide documentation for in-kind donations for grant matching funds. As time, skills and physical ability allow, the Coordinator will assist the team with on-the-ground projects.

**Responsibilities**

**General Communications and Administrative Assistance**

- Provide routine communications and administrative assistance to the Restoration Team as needed, including data entry, meeting and event support, mailings and telephone and email communications.

**Project Tracking**

- Provide bookkeeping, reporting and other coordination and administrative assistance to help with the management of multiple grants and contract for the Restoration Team at Elizabeth River Project.
- Maintains list of current on-the-ground projects, with status
- Reviews invoices submitted by operational staff for proper documentation, consistency with grant scope and budget
- Coordinates with staff for quarterly progress updates on grant deliverables, monthly during busy season
- Review financial status of each grant, discuss with staff to see where we are over spending, under spending, projected needs, etc.
- Meet with staff and program managers to understand progress on deliverables
- Assists project manager with development of project cost estimates for clients

**Billing & Reporting**

- Submits timely and accurate payment requests to key funders for each active grant and contracts monthly
- Creates new billing templates for each new grant, using Excel format developed in house and detailed grant budget
- Extracts costs billed to grants, reviews, and summarizes in billing template monthly
- Submits billing template cost summary to respective grant manager for review and approval
- Completes and submits interim programmatic report, annual programmatic report, annual financial report for each grant annually
- Assist with close-out review of all on the ground projects

**Contract management**

- Assists with development of new contracts to include: coordinating review of insurance terms, obtaining and filing certificates of insurance, reviewing payment terms for adequate specificity in budget/schedule of values, billing schedule and format.
• Supports project manager as needed in preparing Request for Proposals and presenting for internal and external approval.
• Review contractor applications for payment for consistency with approved contract. Tracks change orders. Reviews status with project manager before submitting for payment.
• Develops simple cash (out) flow projections, timing of payments. Notifies Director of Finance when timing gaps between payments due and funding sources will necessitate significant “float” from unrestricted for large contracts.

Grant writing/application support
• Assists in the development of budgets for grant proposals, researches current staff costs
• Assists in developing estimates of cost to complete proposed deliverables
• Assists with special projects which may include: assembling data for insurance policy renewal applications and audits, annual budget preparation, assembling documentation for PPP loan forgiveness

On-the-ground restoration
• Assist with on-the-ground installation of shoreline projects, oyster habitat installations, rain gardens and plantings as time and physical abilities allow.

Other duties as assigned.

Qualifications
• The right candidate is organized and detail-oriented with excellent time management and the ability to juggle multiple deadlines and projects at the same time.
• Basic bookkeeping or small business management experience and/or education required. Ideal education includes an associate degree or Certificate in Accounting or 2+ years related experience.
• Strong written and verbal communications skills
• A working understanding of environmental stewardship a big plus.
• Computer proficiency: Intermediate Excel skills. Proficient with 10-key and/or expanded numeric keyboard. Experience with QuickBooks a plus. Microsoft Office proficiency.
• Able to perform simple algebra.
• Able to multi-task cheerfully in a fast-paced environment.
• Able to work effectively in a team to problem solve and accomplish assigned tasks timely.
• Self-starter able to perform routine tasks with minimum supervision.
• Able to communicate effectively with the general public. Non-profit or business communications experience a plus.
• Ability to work outdoors in all weather and ability to lift 50 lbs. a plus in order to assist with on-the-ground projects.
**Reports to:** Deputy Director - Restoration but works closely with: River Star Homes program manager, Director of Finance, Asst. Director of Restoration

**Schedule & Benefits**
This is a full-time job anticipated at 32–40 hours/week, to start immediately. Flexible schedule and the opportunity to telecommute for a portion of the schedule. Professional salary commensurate with experience. Generous benefits include paid vacation and holidays and cost assistance with insurance.

**To Apply**
Send cover letter, resume and three professional references to Joe Rieger, Deputy Director – Restoration, Elizabeth River Project, jrieger@elizabethriver.org - no phone calls, please.