

**American River Natural History Association
Job Description
Operation of the Effie Yeaw Nature Center
April 2023**

Title: Registration Coordinator/Registrar
Job Status: Part time, hourly; 14-21 hours per week
Location: Effie Yeaw Nature Center, Ancil Hoffman Park, Carmichael, CA

Summary:

Under the supervision of the Administrative Manager, the Registration Coordinator/Registrar aides in the day-to-day administrative operations of the Nature Center office including scheduling programs, program request related data entry, Assembly Building and site rentals, Birthday Parties, UNP outreach and scheduling and general program-focused special projects. Candidate should have a minimum of 3 years' experience working in a similar administrative position, preferably for a non-profit. The right candidate will be able to handle multiple tasks simultaneously; have solid customer service skills; and possess a good sense of humor and plenty of patience. Work days are Monday through Friday between the hours of 9:00am-5:00pm with flexibility for personal needs.

Qualifications and Requirements

- Proven 3 year non-profit or general administrative track record in complex scheduling and office management
- Strong background in using QuickBooks, Excel and Microsoft Word programs
- Experience with accounts receivable, accounts payable
- Excellent attention to detail
- Proven verbal and written communication skills
- Detail-oriented with exceptional organizational skills
- Superior customer service skills and excellent phone manners
- Proven ability to handle multiple projects and interruptions simultaneously within tight time constraints
- Some knowledge of nature and the American River Parkway system is a plus
- Bachelor's degree or equivalent is preferred
- Available for occasional evening and weekend work

Responsibilities

Program scheduling (8-10 hours/ week)

- Oversees in answering EYNC program availability and scheduling questions
- Processing of scheduling paperwork: check for available dates on calendar; add program to calendar, spreadsheet and brown book (if applicable);and produce and email invoice/confirmation
- Follow-up and collecting of delinquent paperwork or payment
- Annually compile and prepare database of schools in Sacramento and adjoining counties—updating contact information and preparing a bulk shipment of program brochures to schools through SCOE and post office.

Interested candidates should send cover letter and resume to KimberlyR@sacnaturecenter.net. This part-time Registrar position can be combined with the part-time Associate Naturalist position for a full-time opportunity. If interested, or if you have any questions regarding this, please mention in application.

General Administration (2-5 hours/week)

- Update and maintain organization calendars
- Copy maps, monthly event calendars to keep front desk and kiosk supply maintained
- Attend staff meetings
- Assist in retrieving documents and items for events, outreach and fundraising
- Compile and store documents as per the document Retention Policy

Miscellaneous & Special Projects (4-6 hours/ week)

- Assist with guest reservations and services for Spring Gala and other special events (ie. name tags)
- Create and maintain reservation request forms and other materials associated with bookings
- Coordinate with marketing when updates need to be made to the website
- Coordinate and maintain contact spreadsheet for SCOE and non-SCOE schools (private, parochial, Montessori, Academies and homeschools.) and expand to include other education-focused entities

Compensation

This is a part time (14-21 hours per week) non-exempt position starting at \$15.50/hr. Employment with the American River Natural History Association includes a benefit package with a 403b retirement investment program, 9 paid holidays, and paid time off based on hours worked.

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