



JOB OPPORTUNITY

Administrative Coordinator

Release Date: September 2025

Start Date: October 2025

Job Status: Full-Time, Hourly Non-Exempt, Benefits-Eligible

Location: San Diego Bird Alliance office

Pay rate: \$25/hr

San Diego Bird Alliance (SDBA), a dynamic and growing non-profit organization working to defend our region's birds, unique biodiversity, and threatened habitats through advocacy, education, and restoration, is seeking an Administrative Coordinator.

The Administrative Coordinator will provide office and organization-wide administrative support under the supervision of the Operations Manager.

Duties & Responsibilities

- **Financial Processing & Accounting Support (50%)**
 - Track incoming checks for audit and reconciliation purposes, maintaining accurate records
 - Enter check donations accurately into the organization's CRM system, coding donations according to program/fund, class, and grant specifications
 - Coordinate with remote accounting team to facilitate invoice payments and expense reimbursements
 - Enter accounts payable invoices into QuickBooks
 - Key receivables into QuickBooks, including paper checks and online payments
 - Handle all financial information with strict confidentiality and in accordance with organizational privacy policies

- **Operations Support (25%)**

- Support maintenance of office equipment, such as printers, computers, phones, and cameras
- Assist Operations Manager with coordinating technical vendors and IT support for office equipment and facilities
- Develop and maintain documentation of office and operations procedures and bookkeeping processes to support organizational efficiency and knowledge management
- Coordinate in-kind donation and equipment drop-offs by scheduling deliveries and organizing storage
- Communicate regularly with vendors to address account issues promptly
- Assist Operations Manager with staff and board meetings, trainings, and appreciation events by helping with planning, scheduling, and setup/cleanup
- Support with Executive scheduling as needed

- **Office Administration (25%)**

- Manage front desk operations by maintaining a welcoming environment and greeting visitors
- Check voicemails and emails regularly, routing messages to appropriate staff members and following up when appropriate
- Maintain organization and cleanliness of common areas and supply rooms to ensure efficient operations and a professional work environment
- Assist with managing office supply inventory and ensuring supplies are properly stored, organized, and easily accessible
- Assist with data entry and general administrative tasks to support organizational record-keeping and efficiency

Desired Skills and Qualifications

- Bachelor's degree in related field or equivalent combination of education and experience
- 2+ years of administrative or office support experience, preferably in a nonprofit environment
- Strong organizational and project management abilities
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite, Google Workspace, and database management systems, with particular emphasis on spreadsheet applications, or demonstrated ability to quickly learn new software and computer applications
- Experience with financial data entry and basic bookkeeping principles preferred
- Ability to work with minimal supervision while maintaining accuracy in financial processing tasks
- Ability to work independently and as part of a team
- Passion for environmental conservation and protection of native species and habitats

Other Job Requirements

- Must pass background check
- Ability to maintain strict confidentiality when handling financial information
- Strong attention to detail and accuracy
- Valid California driver's license and reliable transportation
- Ability to lift and carry materials up to 25 pounds

Salary, Benefits & Terms

This is a regular full time (30-40hr/wk, hours negotiable), non-exempt position with a pay rate of \$25 per hour. This position is primarily office-based at our Bay Ho location, with an expectation of working on-site at least 75% of the time. Remote work options may be available up to 25% of the time for employees who demonstrate reliability and strong performance.

We are committed to providing an inclusive work environment, including flexible work schedules, telework options, 100% healthcare premium, generous vacation, sick leave, and holiday time, and SIMPLE-IRA 3% matching retirement benefit after the first calendar year of employment. Benefit details provided by request.

Equal Employment Opportunity Employer and Statement on Diversity

San Diego Bird Alliance Society is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, or other applicable legally-protected characteristics. San Diego Bird Alliance is committed to building a diverse and inclusive environment reflecting the diversity of our community in its board, staff, volunteers, and members and ensuring its internal culture, business practices, and programs are welcoming and advance its diversity goals

How To Apply

Email cover letter and resume as a single PDF to jobs@sandiegobirdalliance.org with "Administrative Coordinator" in the subject line. Applications without a cover letter will not be considered. Applications in other formats, such as Word documents, will also be accepted. No phone calls, please.

Applications will be reviewed on a rolling basis and the position may be filled at any time, so early applications are encouraged. We hope to have the right person in place by October 2025.