

# WasteShed Administrative Coordinator Job Description

## Our Mission

The WasteShed provides Chicago with an organized, affordable, and reliable resource for repurposed art, craft, and school materials, and with a dynamic center for activities related to sustainability, art, craft, education, and material culture. We connect Chicagoans who are interested in:

- living more sustainably
- seeking inspiration in unconventional materials
- getting the most out of the resources they have on hand
- or just making projects at a low cost.

## Position: Administrative Coordinator

Description: The WasteShed seeks a dynamic self-starter to manage administrative tasks. This is an essential support role for a well-known community-based nonprofit organization.

These responsibilities will be 24-30 hours a week as needed.

Compensation: Hourly at \$21/hr

### Responsibilities:

- Maintain WasteShed QuickBooks Online accounts in association with the Executive Director and our accountant.
- Run payroll, collect expense reports and communicate with staff about hours, time off and schedules to ensure accurate paychecks.
- Sync data from Square and other income sources with Quickbooks.
- Manage organization's primary email, answer inquiries and route emails to appropriate departments.
- Assist with communications with community partners, handle correspondence with federal, city and state agencies.
- Track income and expenses for different programs to assure compliance with restricted grants, and work with an accountant and the Board Treasurer to ensure that our records satisfy the requirements for maintaining nonprofit status.
- Research tasks, including assessing and implementing improvements to The WasteShed's technological systems.
- Audit and maintain WasteShed's paper filing system and Google drive.
- Maintain password management system.
- Assist with onboarding new employees.
- Administer group health benefits.
- Communicate and coordinate with the Executive Director and senior staff on other administrative tasks as needed.

- Run Monthly Staff meetings in association with the Executive Director, including setting agenda, taking notes, and completing followup tasks.
- Be available for weekly meetings with the store / site managers and Executive Director, and assist with tasks as needed.
- Maintain employee manual and operations manual for organization.
- Assist Executive Director with any human resource needs that arise.
- Monthly office activities such as reconciliation of the bank in QBO, pay monthly sales and payroll taxes.
- Quarterly office activities such as quarterly payroll taxes.
- Yearly office activities such as registrations and annual taxes.
- Build and maintain monthly budget vs actuals within QBO.
- Update and maintain physical and digital file management system.
- Assist Executive Director with executive task management and accountability as needed.

#### **Qualifications:**

- Data entry, including updating the mailing list, databases, event attendance, etc.
- 2 years experience in small business administration or human resource management
- Strong general computer skills (working knowledge of word processing, Gmail, Google Drive, PowerPoint, Excel). Knowledge of Quickbooks Online, with a good understanding of budgets and P&L sheets is a plus.
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with vendors and contracted professionals
- Self-motivated, good organizational skills, detail-oriented, able to prioritize, multi-task and meet deadlines.
- Enthusiasm for the mission of The WasteShed and the communities we serve

#### **Working Conditions:**

- About 50% of this position can be remote, the rest will be in-person during regular business hours at 2842 W Chicago Ave in Chicago.
- Retail store environment, occasional loud noises, diverse & eccentric customers, crowds, dust and allergens aplenty, piles of stuff.
- Staff are required to be fully vaccinated against Covid 19. Masks are required at all times.

The WasteShed is a Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability, sexual orientation, gender identity, carceral history, or any other characteristic protected by law.