

Job Title: Administrative Coordinator
Location: Hobe Sound Nature Center, Hobe Sound FL
Reports to: Executive Director
Employment Type: Full-time, Exempt



ABOUT US

The Hobe Sound Nature Center is a small, community-focused nonprofit organization that works through a cooperative agreement with the Nathaniel P. Reed Hobe Sound National Wildlife Refuge to educate, inspire, and empower people of all ages to protect and conserve South Florida's unique, critical habitats and wildlife.

POSITION OVERVIEW

The Administrative Coordinator is a full-time, on-site position that provides essential support to the smooth, efficient operation of our small but busy Nature Center and Wildlife Refuge. This role is often the first point of contact for visitors, donors, volunteers, and community partners, and is key to helping us deliver our mission of connecting people of all ages with nature and making environmental education accessible to all.

The ideal candidate is organized, friendly, detail-oriented, and comfortable juggling multiple priorities in a dynamic, mission-driven environment with a small but passionate team of educators and conservationists.

KEY RESPONSIBILITIES

General Administration & Office Support

- Greet and assist visitors, answer phones, and respond to general email inquiries
- Maintain organized digital and paper filing systems for contracts, forms, and organizational records
- Manage office supplies and place orders as needed (e.g., printing, postage, program materials)
- Assist with scheduling meetings, preparing agendas, and taking/distributing meeting minutes
- Support staff with scanning, mailing, and document preparation

Front Desk & Guest Services

- Relay accurate information about the Nature Center, Nathaniel P. Reed Hobe Sound National Wildlife Refuge, trails, programs, animal ambassadors, and events
- Handle program registrations, payments, and confirmations (in person, online, and by phone)
- Maintain an organized and welcoming front desk and lobby area
- Track daily visitor numbers, program and event attendance, and other basic data entry for reports
- Assist with gift shop sales, inventory, and purchasing

Financial & Data Entry Support

- Process and record payments, donations, and registrations according to established procedures.
- Assist with basic bookkeeping tasks such as invoice processing and expense tracking (in coordination with third party bookkeeper)
- Maintain accurate databases, including donor, membership, program, and volunteer records
- Generate reports (e.g., attendance, registration, mailing lists) as requested

Communications & Outreach Support

- Maintain and update email lists, mailing lists, and contact databases
- Assist with basic updates to the website, online calendars, and social media (e.g., posting events or announcements, sharing flyers)
- Help create or format flyers, forms, and simple documents
- Support preparation and mailing of e-newsletters, appeal letters, membership appeals, and event invitations

Program & Event Support

- Set up and manage online registration for events, camps, and turtle walks
- Assist staff with registrations, rosters, and check-in for programs, camps, and special events
- Help plan all events, including coordinating logistics (e.g., supplies, sign-in sheets, name tags, table setup)
- Communicate with participants by phone and email regarding confirmations, reminders, and follow-up

Other Duties

- Provide general administrative support to the Executive Director and staff as requested.
- Help ensure that the Nature Center maintains a professional, welcoming, and organized atmosphere.
- Assist with occasional weekend or evening events, as needed (with advance notice).
- Assist with animal care and education programs, as needed.

QUALIFICATIONS**Required**

- High school diploma or equivalent; some college or administrative training preferred
- Prior experience in an administrative, office support, receptionist, or customer service role
- Strong organizational skills and attention to detail
- Proficiency with basic computer applications, including:
 - Microsoft Office or Google Workspace (Docs, Sheets, Slides)
 - Email and calendar tools
 - Basic database or spreadsheet use for data entry
- Excellent verbal and written communication skills
- Warm, professional, and welcoming manner with the public, including children and families
- Ability to manage multiple tasks, prioritize effectively, and work both independently and as part of a team
- Passionate about conservation and environmental education
- Comfort working in a small organization where flexibility and “pitching in” are essential

Preferred

- Experience working in a nonprofit, school, museum, Nature Center, or environmental organization
- Familiarity with donor or membership databases (e.g., GiveSmart), online registration systems, or point-of-sale systems (e.g., Stripe, Square)

WORK ENVIRONMENT & SCHEDULE

- Full-time, hourly or salaried position
- Typical schedule: Monday–Friday, with occasional evenings or weekends for special programs or events
- Position is located on-site at the Nature Center front desk/office, including frequent interactions with staff, volunteers, and visitors
- Office is located within an active Nature Center environment, which includes proximity to live animals, outdoor spaces, and educational activities

PHYSICAL REQUIREMENTS

- Ability to sit, stand, and walk for extended periods
- Ability to lift and carry up to 25 pounds occasionally (e.g., boxes of materials, supplies for events)
- Comfortable moving between indoor office and outdoor program spaces as needed

COMPENSATION & BENEFITS

- Starting salary is \$40,000 per year
- Benefits include health insurance, dental insurance, paid time off, & opportunities for professional development

HOW TO APPLY

Interested candidates should submit a cover letter and resume through job application web portal or directly to the Executive Director: Dr. Jill Griffin (jgriffin@hobesoundnaturecenter.org) with the subject line "Administration Coordinator - [Your Name]." Applications will be reviewed on a rolling basis until the position is filled.