



Job Description August 2018

Position: **Business Services Coordinator**
Supervisor: Business Services Manager
Employment Type: Full Time, hourly non-exempt position
Compensation: Competitive salary based on skills and experience
Hours: 8am-5pm Mon – Fri, with some flexibility; occasional evenings and weekends; must be available to attend monthly Board Meetings from 5:30-7:30 pm

Job Summary

The Business Service Coordinator (BSC) provides critical logistical support of the Solano Land Trust Board of Directors and Committees and supports the administrative function of the organization including contracts, insurance and IT systems.

The Business Services Coordinator is accountable for delivering the following results:

- Well-maintained, current and documented organizational files, including Board and Committee files.
- Accurate and timely Board and Committee deliverables, including collating, reviewing and managing Board and Committee packets and taking meeting minutes.
- Current and adequate insurance policies and renewals, including commercial, general liability and workers comp, with oversight by the Business Services Manager.
- Well maintained, current and documented contracts files (consistent with SLT's contracting practice)
- Functioning and up to date IT systems and hardware (including phone system and the IT Consultant)

Areas of Responsibility:

Board and Committee Support

- Gather information, proofread and compile packets for the Solano Land Trust Board of Directors and Committees (including Executive Committee, Governance Committee, Audit Committee, HR Committee, Finance and Investment Committee)
 - Take meeting minutes and finalize minutes for distribution
 - Coordinate other staff to submit meeting memos and supporting documents

- Gather items for draft board agendas and coordinate approval at Executive Committee meetings
- Gather signatures for official Board Minutes, complete approved resolutions and coordinate signatures and coordinate resolutions files
- Coordinate and support logistics for board and staff trainings and conferences
- Keep board and committee contact lists up to date
- Update templates, as requested
- Track and update meeting attendance records and board engagement work plan deliverables

File Coordination

- Lead coordination of all of SLT's organizational files
 - Maintain board and committee files
 - Maintain inventory of perpetual files that are housed off-site
 - Schedule and coordinate occasional file clean up days
 - Coordinate annual file purging

Insurance Policy Coordination

- Work with SLT's insurance broker to administer insurance policies, including applications for annual policy updates
- Provide broker with timely and accurate support documentation as needed.
- Provide staff with updates and changes to policies, premiums, and plans
- Provide updates, as needed, Terra Firma insurance

IT Systems Support

- Work with SLT's IT Consultant to keep SLT's computers and network in working order, including regular cloud backup
- Keep inventory of computers and peripherals with estimated date to replace and plan for annual replacement

Contracts Coordination

- Log contacts into SLT's contracts file
- Coordinate board/committee approvals and provide updates to staff on contract approvals
- Enter contracts into state website
- Ensure contracts are executed by all parties and filed; collect W9s, proof of insurance and other required documents
- Maintain contracts file including annual file purging

Other Duties as Assigned

- Support new-employee onboarding and orientation, including providing a copy of personnel policies and providing an overview of the filing system, time keeping, etc.
- Back up Business Services Manager including payroll and limited accounting
- Back up the Administrative Assistant, including answering phone calls and emails and supporting Rush Ranch reservations
- Maintain professional relationships with staff, Board members, subcommittee members and other stakeholders.
- Support Solano Land Trust events, as requested
- Use personal auto to conduct business as needed

- Schedule meetings for Executive Director, as requested
- Perform other related work as assigned

SLT's Culture:

Every team member at SLT is considered a **leader** who embraces the role they have been assigned and encourages **colleagues** to be their best through effective **communication, collaboration** and shared **values**. As a small organization, we are **self-starters** and are **flexible** to the ever changing circumstances. We operate from a place of **integrity, trust,** and personal **responsibility** with the goal of representing SLT in a positive way. We have mutual **respect** for one another and use **discretion** in all business dealings and communication.

Position Requirements:

Minimum Education, Skills, Experience

- At least five years' experience with general office/administrative support experience, scheduling and appointment setting and managing calls, e-mails and interruptions
- Excellent customer service skills
- Positive attitude
- Must be able to adjust tasks and focus in accordance with changing deadlines and priorities
- Must be organized, independent and self-motivated, punctual, dependable, detail-oriented and thorough, self-confident, proactive, and driven by excellence
- Must possess strong written and verbal communication skills, including accurate grammar and business correspondence knowledge and proofreading skills
- Must possess a high degree of personal integrity
- Ability to multi-task with frequent interruptions and maintain professional composure
- Proficient with office machines and equipment including computer hardware and software
- Valid driver's license and auto insurance
- Must present a neat, professional appearance
- Collaborative and team-oriented
- Highly proficient in Word, Excel, PowerPoint and Outlook
- Lift up to 10 lbs. (with assistance)

Preferred Experience:

- Demonstrated experience in customer/public service
- Prior experience working with Boards or Committees
- Proficiency in Microsoft Word, Outlook, Google Calendars, including calendaring and tasking functions, Excel spreadsheets, PowerPoint presentations and Quickbooks
- Experience working with or in a (related) non-profit environment

Salary and Benefits

Competitive salary based on experience. SLT provides a portion of the employee's health, dental, and vision insurance, \$10,000 in life insurance, matches up to 3% of

employee's contribution toward their 403.b retirement account, and provides eleven paid holidays and two weeks of accrued vacation per year. SLT is an equal opportunity employer.

To apply

Send a resume and cover letter to admin@SolanoLandTrust.org.