

**Kismet Rock Foundation**  
**Programs and Office Coordinator – Job Description**

**Organization Description:**

Kismet Rock Foundation (Kismet), founded in 2000, is a nonprofit 501(c)(3) organization based in North Conway, New Hampshire that nourishes the physical, intellectual, and emotional development of rural and urban children throughout New England before they enter their formative teen years. Our success in supporting the potential of children is accomplished by providing scholarships for a comprehensive education in technical rock climbing within the context of a stable and loving family-like atmosphere. Students are accepted from eight schools from around New England. More at [www.kismetrockfoundation.org](http://www.kismetrockfoundation.org)

**Position Description:**

The programs and office coordinator will support the work of Kismet Rock Foundation by assisting in all areas of administration, including fundraising, the summer program, and general day-to-day operations. This role has a range of daily tasks, autonomy, and variety in the role.

**Position Reports To:** Executive Director

**Principal Supporting Responsibilities:**

- Support writing and editing for social media, newsletters, event invites and assisting with solicitation letters, press releases etc.
- Fundraising database upkeep, including data entry, donation processing, reporting, and donor communications
- Office coordination, including checking mail, bank deposits, mailings etc.
- Support staffing operations, hiring and scheduling, processing paperwork, and maintaining records

**Climbing Program Support:**

- Support program operations, student communication and summer program scheduling
- Assist with student logistics and transportation, program events, grocery shopping
- Assist with coordinating and facilitating volunteer program
- Special event assistance
- Possibility to attend off-season program participation at regional indoor climbing gyms, attend sessions with students to facilitate activity

**Required skills:**

- Experience and love for working with kids
- A positive and collaborative spirit
- An interest in outdoor activities
- Effective written and verbal communication skills
- Detail oriented and strong organizational skills
- Computer skills

**Desirable Skills and Personal Qualities:**

- Energetic, motivated self starter
- Possess a strong sense of personal and professional ethics

- Open to and curious about points of view different than their own
- A Plus: Familiarity with email marketing and design software

**Work Location: North Conway, NH**

In Person office days with some flexibility in scheduling as coordinated with the Executive Director

**Salary and Time Requirements:**

The position is part time, approximately 16 hours per week, with a rate of pay of \$20-22 per hour commensurate with qualifications and experience. Opportunity for expanded hours in the future.

**To Apply:**

Submit a cover letter and a resume to: [info@kismetrockfoundation.org](mailto:info@kismetrockfoundation.org).