

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 enhances the physical, intellectual, and emotional development of well-functioning but economically disadvantaged children by providing access to the immense value of a comprehensive education in technical rock climbing. Kismet is most accurately seen as a school, with a four-year (one week per summer) within the context of a supportive and family-like environment. Students are accepted from schools around New England. More at www.kismetrockfoundation.org

Purpose:

The programs and office coordinator will support the work of Kismet Rock Foundation by assisting in all areas of administration, including fundraising, programming, 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 Responsibilities:

- Writing and editing for social media, newsletters, event invites and assisting with solicitation letters, press releases etc.
- Office coordination, including checking and sorting mail, bank deposits, mailings etc.
- Fundraising database upkeep, including data entry, donation processing, reporting and donor communications
- Off season program participation at regional indoor climbing gyms, attend sessions with students to facilitate activity
- Support program operations, including database upkeep, student communication & processing, summer program scheduling
- Support staffing operations, hiring and scheduling, processing paperwork, and maintaining records
- Assist with student logistics and transportation; program events; grocery shopping
- Coordinating volunteer program opportunities, and facilitating volunteer program
- Attend meetings, occasionally taking minutes
- Special event assistance
- Responsible for maintenance and storage plan for Kismet Van
- Support summer season transportation – Saturdays and Sundays

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 utilizing Google Suite
- Familiarity with and fundraising, email marketing and design software a plus

- Committed to personal and professional development

Desirable 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

Education and/or Experience:

- Related work experience preferred

Physical Demands:

While performing the duties of this position, the programs and office coordinator is regularly required to sit, stand, walk, speak and hear. The position requires extensive computer use so the employee must have sufficient dexterity to use a computer and be capable of reading a computer screen. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the essential functions.

Work Location:

In Person office days with some flexibility in scheduling as coordinate 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.

To Apply:

Please submit a cover letter and a resume or CV, plus three references. Submit all application materials via email to director@kismetrockfoundation.org.