

Job Title: Administrative Coordinator

Organization: SeaVibe Foundation (501c3 Non-Profit)

Location: Remote Job Type: Part-Time Flexible

<https://seavibe.org/> @seavibe\_foundation

## **About Us:**

SeaVibe Foundation is a 501(c)(3) nonprofit organization dedicated to providing professional and academic marine and ecological field studies, experiential science and art programs, scholarships, internships, and accessible and inclusive learning opportunities for people of all ages, abilities, and backgrounds. Our mission is to increase education and employment opportunities that strengthen the connection between people and nature. We accomplish goals by networking, partnering, and collaborating with many organizations and businesses to diversify our local and global impact. Consciousness, awareness, leadership, and transformation through meditation on positive intentions are core values that guide our activities at SeaVibe Foundation.

## **Position Overview:**

SeaVibe Foundation is seeking an experienced, focused, productive, highly skilled, and organized Administrative Coordinator to streamline and implement administrative support of small to complex projects and programs and assist in the development of educational and outreach materials. The successful candidate will take direction well, keep clear and accurate notes and reports, and act intuitively to complete dynamic tasks with little oversight, minimal input, and at times per pre-defined specifications.

Our vision is to invest in a long-term relationship and empower you to take an idea and make it a reality. We seek an excellent communicator who shares daily and weekly progress and plans using Project Management skills and methodologies to determine and document program needs and tasks, a self-starter who takes initiative to establish, follow through, and achieve short term goals with tight timelines (1 hour to several days) and produces timely professional results with excellence, integrity, and joy.

The successful candidate adds value to the organization and team by organizing, drafting, and editing content and shared documents, managing files, creating digital designs and videos for marketing materials, and ensuring smooth communication between stakeholders. You will have years of technical experience and be computer and software savvy, efficient, accurate, proactive, quick-witted; someone who “gets it” or “is able to figure it out,” is detail-oriented and also remains aware of the bird’s eye view. As a passionate member of our team, you will be happy to wear many hats and embrace change with compassion, understanding, and commitment to excellence.

We are seeking an excellent communicator with a creative, positive, joyful personality and a passion to change the world for the better through every interaction, someone whose work is a way of life, not a job. You embrace the difficult and mundane tasks alike with grace and love, regardless of outside influences, knowing that every small action creates a ripple effect and keeps the momentum flowing toward infinite streams of positive impacts on each person, place, animal, plant, and the overall health and well-being of our communities and Mother Earth. Together through our work, we will transform humanity and raise the vibration of the universe through positive actions, education, inspiration, hope, joy, and love.

## Key Responsibilities:

- Assist in creating, posting, coordinating, and reviewing applications for volunteers, scholarships, internships, fellowships, and other foundation positions and opportunities
- Research, process, and track orders, supplies, and materials timely and within budget
- Be available during (and at times outside) designated work hours to check emails and messages; provide support and respond to inquiries that flow in from clients 24/7
- Provide administrative support, scheduling, and correspondence for SeaVibe and our partner organizations that share leadership, calendars, and programs
- Assist with content creation, drafting, editing, and proofreading for publication of books (fiction and nonfiction), illustrations, educational materials, funding reports, grant applications and program presentations
- Conduct research on funding opportunities and prepare draft proposals
- Maintain organized records and databases related to program activities, volunteers, participants, waivers, and other required documentation as needed.
- Assist in drafting, reviewing and maintaining internal policies and Standard Operating Procedures so the entire team knows how to carry the torch when one is absent.
- Create meaningful, professional, visually appealing digital flyers, proposals, illustrations, photos, and video content for program promotion and donor engagement
- Organize, update, maintain, manage, and backup photo and video databases and other electronic and physical files accessible to the team for easy retrieval.
- Support social media and outreach efforts by drafting educational posts, including editing multiple videos with sound to extract and combine multiple 1-4 second clips of our best shots to promote engagement strategies that honor our successes, our clients, and guests with style, humor, and intelligence.
- Assist with website design and maintenance as needed (Wordpress, GoDaddy, etc.) and establishing WooCommerce and other eCommerce platforms to sell merchandise and generate passive income for the organization
- Maintain an organized workflow, schedule meetings, track deadlines, and create agendas, reports and other correspondence to communicate efficiently with Directors, Owners, Staff, Volunteers, Partners to support your team and implement productive programs
- Support the planning and execution of virtual and in-person trainings, workshops, fundraisers and other events as needed
- Maintain positive relationships with our leadership, team, vendors, and partners
- Manage a minimal amount of billing, invoicing, Quickbooks, and financial records to ensure accurate documentation and accounting.
- Track expenses, reconcile accounts, and prepare financial summaries for reporting, if needed.

## Qualifications & Skills:

- Bachelor's degree or higher in education, environmental sciences (ecology, biology, etc.), nonprofit management, arts and humanities, business administration, communications, graphic design, or a related field (or equivalent experience)
- Minimum of 10 years of experience, preferably in an academic, nonprofit, or public-private sector in administrative support, program or project management, editing, digital design, or other applicable field
- Strong writing, editing, and proofreading skills with accuracy and attention to detail
- Excellent FOCUS, organizational, and time-management abilities
- Experience in grant writing, fundraising, or donor communications
- Proficiency in both Mac and PC, digital tools, word processing, research databases, social media platforms, and design software (e.g., Canva; Adobe Creative Suite; Microsoft 365, Outlook, ClipChamp, Word, Excel, PowerPoint; Google Calendar, Gmail, Drive, Slides, Docs, Sheets, Photos; and other applications) to create and meticulously manage files/data. Willing to learn new applications such as Scrivener or propose better options
- Experience with website design and maintenance, including proficiency in platforms like WordPress, GoDaddy, WooCommerce and other eCommerce platforms
- Proven ability to create visually compelling materials and manage multimedia content; ***examples required and preferred to be submitted along with your application/resume***
- Experience in creating and reviewing scholarship and internship applications
- Experience documenting best practices and lessons learned to improve processes
- Passion for environmental education, arts, ecology, the sea, and changing people's lives, serving individuals of all ages, abilities, and backgrounds to create a better world for today, tomorrow and generations to come.

This is a 1099 contract remote position that involves sitting at the computer and staying in close contact by computer or phone. The ideal candidate knows how to manage their time and well-being with a healthy awareness of taking many short, active breaks for exercise to offset hours on the computer. There are opportunities for advancement and perks for the successful candidate to grow and participate in marine and land-based programs. Review all information above, including links on our websites, before applying. Applications without a personalized, detailed cover letter, examples of your work, and three references cannot be reviewed.

**How to Apply:** Interested candidates should submit a resume and cover letter detailing their experience and interest in the role to [seavibefoundation@gmail.com](mailto:seavibefoundation@gmail.com). Include the SUBJECT LINE: "Administrative Coordinator Application." Include PDFs or links to your publications, sample marketing materials, social media posts/channels, videos produced, reports prepared, etc. Applications will be reviewed on a rolling basis until filled. First round of interviews will be held the week of April 6th with a desired start date of May 12, 2025. SeaVibe Foundation is an equal opportunity organization committed to fostering an inclusive and diverse work culture. We encourage experienced candidates of all ages, abilities, and backgrounds to apply. We appreciate the time and effort you put into your application. Due to the high volume of applications, only candidates being considered may be contacted. Thank you for your interest!