

Seven Generations Ahead Job Posting

Position: Business Operations Coordinator Part-time / Remote

Join the mission-driven team at nonprofit Seven Generations Ahead (SGA) and be an integral part of our team, supporting our work to build sustainable and healthy communities. Candidates must be highly organized, detail-oriented, tech savvy AND curious, flexible, and have the ability to prioritize while working independently with minimal supervision. The position entails primarily remote work with some onsite event support required.

Essential Responsibilities:

- Lead daily operations – manage and maintain all corporate documents, contracts, and records, grant reporting support, IT, accounts payable/receivable
- Administer meetings, webinars, and online forums
- Manage social media and donor relations
- Implement job postings, screen candidates, onboard all new hires and volunteers, and maintain employee, volunteer, and consultant's personal information
- Manage and administer professional Google Workspace platform and additional web hosting platforms
- Manage IT consultants to maintain and update SGA website
- Oversee expense reporting, support annual report and audit process, reimburse employee expenses, and implement account receivable and payable processes
- Manage database of major donor and event sponsorship prospects
- Support multi-channel fundraising initiatives focused on annual fundraising campaigns, special events, and community programs using social media, website updates, and mass emails
- Support Executive Director, SGA programs, organizational events, and functions
- Complete additional duties as assigned

Required Qualifications:

- Strong and effective oral and written communication skills
- Ability to think critically and problem solve
- Self-motivated and independently driven and managed
- Enjoy working both independently and in a collaborative team environment
- Highly proficient in web-based office software applications, including:
 - Google Workspace platform (Gmail, Calendar, Docs, Sheets, Slides, Voice)
 - Microsoft Office 365 (Word, Excel, PowerPoint, Outlook)
 - Adobe Acrobat Pro
 - Web Hosting Management Software
 - Conferencing Software (Zoom and Google Meet)
- Valid driver's license and reliable personal transportation
- Bachelor's degree in related field

Preferred Qualifications:

- Experience working with and supporting a team
- Experience working for or with non-profit (501c3) organizations
- Passionate about sustainability, education, and community building
- Preferred Technical Skills:
 - Quickbooks accounting software
 - Social media content development and posting (Facebook, Instagram, LinkedIn)
 - Website management and maintenance (Wordpress, Elementor, CloudAccess, Squarespace etc.)
 - Communications software (Constant Contact)
 - Graphic design software (Canva)

Compensation and Benefits:

- \$30/hr for 20 hrs/wk for 48 weeks/yr

Application Submission:

Send cover letter, resume and two professional references to gary@sevengenerationsahead.org.

Mission - Founded in 2001, Seven Generations Ahead's mission is to build ecologically sustainable and healthy communities.

Our Work - SGA works with local government, community and private sector leaders to help communities make the changes they need to build a healthy and sustainable future. Through community-wide sustainability planning and implementation, project design and implementation, educational conferences and forums, community network development, consulting, and programs, SGA is a catalyst for local community solutions to global environmental issues. SGA's work covers a broad range of sustainability topic areas, including: energy efficiency and renewable energy; transportation; healthy community development; waste reduction; water conservation; green business; procurement; local, sustainable food; healthy eating; open space and ecosystem enhancement; and sustainability education.