



Save the Sound®

Action for our region's environment.

New York Office Coordinator

Save the Sound

Full-Time Staff Position in Larchmont, NY

Put your organizational and administrative skills to work on behalf of the environment. We are seeking a highly organized, energetic, personable individual to serve as the NY Office Coordinator in our Westchester Office. This position will ensure that the office runs smoothly and the activities of our Regional Director of Water Protection and Water Quality team are supported.

Who We Are

Save the Sound leads environmental action in your Long Island Sound region. We protect the Sound, restore its rivers, fight climate change while building resilient communities, and save endangered lands. We do this in many ways, from legislative advocacy and legal action to engineering, environmental monitoring, and hands-on volunteer efforts. For more than 40 years we've been ensuring people can enjoy the healthy, clean, and thriving environment they deserve – today and for generations to come.

Our Water Quality Team, based in our Westchester Office, advocates for the health of Long Island Sound through community organizing; data collection, analysis, and visualization; legal and legislative advocacy; engaging and informative storytelling; and targeted pollution reduction campaigns. We are highly collaborative, nimble, and innovative in our approach to achieving our shared mission of clean and life-filled waterways.

Our organizational leadership and staff are committed to diversity, equity, and inclusion and strongly encourage candidates of all backgrounds to apply. We work in diverse communities and landscapes, and are actively working to increase our focus on driving environmental justice action for equitable outcomes within diverse communities through our work.

The Position

This is a full-time, non-exempt administrative position that will report to the Regional Director of Water Protection and support the Water Quality team in our fast-paced, mission driven organization. The NY Office Coordinator will interface with fellow staffers, partner organizations, and supporters on behalf of the Westchester office which houses our water quality program, the Long Island Soundkeeper, and our clean water initiatives in Westchester County, New York City, Long Island, and Coastal Connecticut.

Key Responsibilities:

- Provide administrative support, including but not limited to answering the main phone, responding to emails, scheduling, welcoming and signing in guests, organizing electronic and hard copy files, coordinating internal communications from the department and generally supporting the Regional Director of Water Protection and other members of the Water Quality team in their duties.
- Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Responsible for receiving, sorting and distributing mail and packages regularly; oversees ordering and printing postage and mailing packages for the NY office.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Schedule and help to prepare for meetings, presentations, and special events.
- Attend events in New York or Connecticut as support staff and/or as a Save the Sound representative.
- Coordinate internal organizational needs between the NY office and CT headquarters.
- Ensure operation of office equipment by completing maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Assist with correspondence and expense planning and tracking.
- Assist with research projects pertaining to key responsibilities.
- Support onboarding of new Westchester office staff.
- Coordinate office cleaners and other contractors relevant to the position.
- Assist with overall office organization and functions.
- Complete occasional special and additional tasks upon request.

Qualifications:

- Associates degree and/or three years of experience in the field.
- Superior organizational, time management, and prioritization skills.
- Excellent follow-through and close attention to detail.
- Solid writing and editing skills.
- Proven project planning skills.
- Self-directed and able to work independently, as well as part of a team.
- Energetic, with the ability to work under the pressure of tight deadlines.
- Strong critical thinking, problem solving, and decision-making capabilities.
- High proficiency with Microsoft Office Suite and general office procedures.
- Professional communication style and ability to interact well with a diverse range of people.

Common Organizational Job Responsibilities:

- Maintain positive and productive working relationships with all Save the Sound staff members. This includes providing and receiving constructive feedback.
- Participate in building productive relationships with Save the Sound's supporters, external partners, policy makers, and the general public.
- Participate in organizational meetings and activities as requested, such as monthly staff meetings, trainings, and ad hoc committees.
- Complete all administrative work on time, such as time sheets, purchase orders, project reports, and planning documents.

Terms and Compensation

This is an hourly staff position with benefits, plus reimbursement for travel and expenses. NY Office Coordinator will work 40 hours a week but will need to have a flexible schedule to accommodate some long days and occasional weekend days. Compensation is between \$21.63 and \$24.04 per hour, based upon experience. Benefits package includes health insurance, 403b, life and long-term disability insurance, paid holidays, vacations, and opportunities for professional development.

COVID-19 Considerations

In order to protect all employees, we are requiring that all new employees be fully vaccinated for COVID-19 before the start of employment and that employees follow Save the Sound's Covid-19 Vaccination and Office Use Policy.

To Apply

Please submit a resume, two writing samples, and a cover letter describing your interest and qualifications for this position. Please use the subject line "NY Office Coordinator" when you submit the materials to waterquality@savethesound.org. No phone calls please.

Applications will be accepted starting March 14 and will be reviewed on a rolling basis until the position is filled.

We are a thoughtful and thorough organization. We will be in touch to acknowledge receipt of your application and to schedule selected applicants for an interview. Our hiring process can take from 7 to 10 weeks. You will be informed when the hiring process is complete. Please be patient.

Save the Sound is an equal opportunity employer. We prohibit discrimination based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity, veteran status or any other legally protected status in accordance with applicable federal, state and local laws.