



ADMINISTRATIVE COORDINATOR

REPORTS TO: Director of Finance

TYPE OF EMPLOYMENT: Full time, non-exempt

SALARY: \$23 - \$25 per hour, commensurate with experience

POSITION OVERVIEW:

I Love A Clean San Diego (ILACSD) is seeking an enthusiastic and reliable Administrative Coordinator to ensure the smooth and efficient operation of our office. This in-office role will be responsible for managing daily office functions, providing frontline support and responding to staff, volunteer, and vendor inquiries. The Administrative Coordinator will support the executive team, finance department, and provide administrative assistance for all the staff across the organization's programs. As ILACSD continues to grow, this position will play a crucial role in maintaining organization-wide efficiency while fostering a positive working environment for all.

AREAS OF RESPONSIBILITY:

Office Operations: 60%

- Provide excellent customer service to all office visitors
- Keep the office organized, stocked and clean, including kitchen, conference rooms, and common work areas
- Manage office operations including mail, postage, and supply orders
- Monitor and maintain office, equipment, and ILACSD vehicles ensuring staff have necessary equipment
- Liaison with office vendors including property manager, maintenance, janitorial, IT, and various other providers
- Answering incoming phone calls
- Ongoing in-office and external event planning and coordination
- Lead office culture & core values
- Provide IT/tech assistance
- Maintain operational documents
- Support staff onboarding, hiring and training processes

Program Support: 20%

- Provide programmatic, contract, and grant support as needed
- Respond to walk-in inquiries
- Volunteer calls and route program calls accordingly
- Attend organization events
- Support the Recycling Call Center and WFSD Hotline

Staff Support: 15%

- Assist the executive team with administrative task and other duties as needed
- Assist the finance department and its operations
- General office support and other duties as assigned to support ILACSD team



Fundraising/Development Support: 5%

- Assist with donor stewardship including data entry, reports
- Assist with letters, tracking, and researching opportunities

POSITION REQUIREMENTS:

- Experience working in an office
- Self-starter, quick learner, and savvy with technology
- Proficient with Microsoft Office suite, Excel, donor software, Teams, Adobe, preferred
- Must have access to reliable transportation and a driver's license
- Be able and willing to work flexible hours as needed, which may include weekends or evenings
- Must be able to lift and move objects up to 40 lbs
- Ability to pass a background check prior to employment
- Bilingual (English/Spanish) a plus

Core Competencies:

- Friendly, willing to help others, and dedicated to the environment
- Articulate and skilled in writing general correspondence.
- Exceptional attention to detail with multi-tasking skills
- High level of organization awareness and an eagerness to help out
- Professional with good phone and customer service skills
- Ability to manage multiple projects and deadlines independently
- Forward thinker with capability to effectively streamline processes
- Ability to work well independently and collaboratively

BENEFITS & PERKS

- Full-time 30-40 hours weekly, Non-exempt
- \$23 - \$25 per hour, commensurate with experience
- Paid Time Off: 15 days annually, eligible after 60 days of employment, with additional accrual based on tenure
- Generous paid holiday schedule, including a full day of Birthday PTO
- Employer-sponsored health (HMO & PPO options) and dental (PPO) plans
- 403(b) retirement program with employer match after 60 days
- Mileage reimbursement at the current CA reimbursement rate
- Access to an on-site gym with modern equipment for training and wellness
- Access to an on-site golf simulator for recreation and team-building
- Professional development opportunities to support continued learning and growth
- A collaborative, mission-driven work environment



I Love A Clean San Diego is a values-driven organization so it's essential all team members exhibit ILACSD's following core values and office culture:

Core Values

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

Office Culture:

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth

To Apply: Please include a resume and cover letter combined in a pdf format to jobs@cleansd.org with "Last Name, Administrative Coordinator" in the subject line. Applicants will be reviewed on a rolling basis, and the posting will close Friday, March 6th at 4:30pm. No calls, please.

I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.