



Galloping Grace Youth Ranch



Team Administrator

*Do you enjoy collaborating with others? Do you have a keen eye for details?
Are you an excellent team player? If so, keep reading!*

Galloping Grace Youth Ranch (GGYR) is looking for an enthusiastic, detail-oriented individual to manage the daily operations of the GGYR Team through administrative support, communications, planning, and logistics. The Team Administrator collaborates with the CEO/Executive Director and GGYR Staff to maintain an efficient daily work flow. The Team Administrator serves as the primary hub for team communications, schedules, and events.

Duties and Responsibilities include but are not limited to:

- **Administrative Support**
 - Assist CEO/Executive Director and Staff with requested administrative tasks
 - Assists with communications to all GGYR stakeholders, including youth participants, parents, donors, and volunteers; and, serves as backup communication hub for all programs
 - Prepares and mails donation solicitations and thank you/acknowledgment letters to donors
 - Prepares and mails volunteer reminders, thank you notes, and other volunteer communications
 - Prepares, distributes, and manages program documents to youth participants and parents
 - Coordinates and maintains database of all GGYR contacts, including donors, volunteers, program participants/parents, vendors, media contacts, and all other GGYR stakeholders
 - Schedules and coordinates staff and board meetings and maintains master schedule of events and event related deadlines
 - Ensures the organization is in good standing with all state and federal compliance regulations
 - Renews and manages appropriate insurance needs
 - Proof-reads and makes editing suggestions on program-related documents, marketing documents, and other GGYR communications
 - Assists with proofing, editing, and publication of social media and website content
 - Provides data entry services for all program areas
 - Takes minutes at all meetings and distributes in a timely manner
 - Coordinates and reports out weekly staff updates
 - Collects and distributes mail on a weekly basis
 - Runs errands and makes deliveries, as needed
 - Assists with ranch visit coordination
 - Performs other duties as assigned

- **Accounting/Payroll/Human Resources**
 - Collaborates and maintains positive relationship with GGYR's outside Accounting Firm
 - Works with accounting firm to ensure timely payments to vendors and staff
 - Prepares and submits invoices, staff expense reports, receivables and annual budget
 - Assists with yearly audits, budgets, 990's, state and federal filings, reports, etc.
 - Obtains and reviews monthly budget reports with CEO/ED and program directors
 - Oversees Payroll administration with outside contractor
 - Supports the collection, management, and documentation of Youth Program financials



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- Maintains Human Resources records for staff
- Assists with Employee New Hire and Termination processes
- Manages Background Check process for new Staff, Board Members, and Volunteers
- Communicates and keeps in good standing with vendors, bank, customers, etc.

- Fundraising/Donor Relations
 - Manages Donor Database, Bloomerang (donations, constituents, etc.)
 - Runs and distributes Bloomerang reports
 - Provides support and requested records for Grant Applications and reporting requirements

- Assists with the planning and coordination of all GGYR sponsored events (Summer Camps, Pork & Brew, Sandoval County Fair, Pumpkin Patch)
 - Purchases and delivers camp supplies, concession items, Hot Spots, etc.
 - Collects and reconciles money each night for events
 - Communication and event coordination support with event stakeholders (youth, parents, teachers, 4-H representatives, etc.)

- Other assignments as requested

Knowledge Skills & Abilities:

- Relevant experience as an Office Administrator, Administrative Assistant, Group Coordinator, or Customer Service Coordinator, preferably supporting multiple team members
- Associates Degree in relevant coursework or equivalent work experience
- Knowledge of Office Administrator responsibilities, systems, and procedures
- Team oriented, dependable, and a strong work ethic
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills in a fast-paced environment
- Strong attention to detail
- Self-starter, able to work independently and collaboratively
- A creative mind with an ability to problem solve and suggest improvements
- Friendly, positive, and engaging
- Excellent verbal and written communication skills in a manner appropriate for a wide variety of audiences
- Professional customer service skills with staff, vendors, donors, youth, and community members
- Demonstrated ability to promote programs and develop relationships inside and outside of the organization
- Must be versatile, flexible, and agile to shift from projects and activities as priorities change
- Must take direction well from the team
- Enthusiastic about our mission and willing to learn the basic understanding of agriculture with a healthy respect for livestock and their purpose
- Extensive knowledge of QuickBooks (web-based)
- Extensive knowledge of Microsoft Office Suite including Outlook, Word, Excel, PowerPoint, and data entry in a donor database
- Ability to operate a computer keyboard, mouse, and other computer components
- Willingness to work some evenings and weekends as needed (specifically 4th of July weekend at Pork & Brew, the first weekend in August at the Sandoval County Fair, and the month of October for GGYR's Pumpkin Patch)
- Must successfully pass a background check



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Additional Details:

- Employment is full-time and year-round
- GGYR does not have an office or workspace - work will be from a home office, the ranch, or other location, depending on the current needs and season
- Must have access to a computer, phone, printer, and other basic office supplies
- Must have dependable transportation to run errands and make deliveries, as needed

Apply! To be considered for this opportunity, please email your expression of interest and resume to Jenifer Romero at jenifer@ggyr.org

Galloping Grace Youth Ranch is a place where kids lead kids while learning how to raise livestock, grow crops, explore the outdoors, and enrich the community.