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## Job Opening: Assistant Director

### Job Description

The Missouri Environmental Education Association (MEEA) is seeking a detail-oriented, inquisitive and self-motivated individual to assist the Executive Director in carrying out the tasks needed to achieve the mission of this growing organization. This person enjoys learning new things and is someone who enjoys working with adults, teachers, teens and children, and cares deeply about our planet. Most of the work will be done remotely, but training and office equipment will be provided.

### Compensation:

\$20-25/hour

20 hours per week

### Skills and Qualifications

1. Is detail-oriented and very organized.
2. Knowledge of Google Drive, Mailchimp and/or Constituent Record Management systems would be helpful.
3. Experience with event planning is desirable.
4. Computer literacy skills needed.
5. Can troubleshoot technology issues.
6. Wordpress experience is desirable.
7. Communicates well with others.
8. Learns quickly.
9. Organizational skills and interest in sustainability supersedes need for post-secondary degree(s).

### Duties and Responsibilities

1. Constituent Records Management
  - a. Clean member data currently in Little Green Light; work with Executive Director (ED) to create a framework and templates for organizing and entering constituent data (members, donors, sponsors, collaborators, etc.).
  - b. Data entry into Little Green Light.
  - c. Create reports of constituent groups for ED.

*MEEA's mission is to help educators connect every Missouri learner to the natural world and equip them to care, understand, and act for the environment.*

2. Manage publications
  - a. Format newsletter for Mailchimp and on website.
  - b. Format annual report with infographics for distribution to members, donors, and sponsors.
  - c. Update MEEA website as directed by ED.
3. Organize meetings
  - a. Attend MEEA staff meetings and meetings with KACEE and PEEPs.
  - b. Coordinate the MEEA conference administration (booking venues, organizing registration and attendee communications, ordering food and other meeting supplies, website updates, social media promotion).
  - c. Other MEEA events - same as above, could include PD Workshops for educators, regional and statewide collaborative meetings, fundraising events.
  - d. Coordinate the annual meeting with ED.
4. Office Management
  - a. Manage procurement of office supplies, tabling materials, and coordinate mailings.
  - b. Schedule and send bulk emails.
  - c. Coordinate tracking of volunteer hours (communicate with ED, BOD President, committee chairs and special project volunteers to collect this).
5. Financial responsibilities
  - a. Pay miscellaneous bills, including online subscriptions, PO Box renewals, insurance payments, contractor invoices.
  - b. Coordinate with ED and bookkeeper to track grant income and spending.
  - c. Coordinate with ED and bookkeeper to gather records for tax time.
6. Other Duties
  - a. Participate in the donor thanking system in collaboration with the ED and Board of Directors.
  - b. Assist with administration of Sustainability Institute for Educators as needed.
  - c. Facilitate the nomination and recognition of MEEA Annual Awards.
  - d. Facilitate the MEEA Mini-Grant program.
  - e. Other duties as assigned.
7. Collaborate with the ED and Board of Directors to prioritize the above duties.

## **How to Apply**

Submit resume to Lesli Moylan, Executive Director at: [moylan@meea.org](mailto:moylan@meea.org)

Position will remain open until filled.

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