



Position Title: Administrative Coordinator

**Ensuring the Waters of the Great Lakes Basin
Are Healthy, Public, and Protected for All**

Date Written: 2025
Reports to: Executive Director
Position Status: At-will employment, Fair Labor Standards Act (FLSA) Non-Exempt; part-time hourly position based on 10-20 hours per week.

ABOUT: Flow Water Advocate: Everything we do is reflected in our name: Flow Water Advocates. Our vision is a future where healthy waters sustain healthy communities in the Great Lakes Basin. Our mission is to ensure the waters of the Great Lakes Basin are healthy, public, and protected for all. FLOW's law and policy work focuses on: (1) maintaining public ownership of water and water infrastructure; (2) promoting awareness and use of the public trust doctrine to defend public waters and public trust uses; (3) ensuring that water is safe and affordable for all; (4) strengthening state and local protection of groundwater and drinking water.

Through our targeted policy initiatives, Flow Water Advocates has built key partnerships with state and regional Great Lakes groups, leveraged our expertise to influence agencies and impact state and federal legislation, and grown into a trusted source of current information on issues affecting our freshwater resources. For more information about Flow Water Advocates' history, programs, staff, or board, visit FlowWaterAdvocates.org.

Flow Water Advocates is committed to fostering, cultivating, and preserving a diverse and inclusive workplace, and seeks a wide range of perspectives and backgrounds. Flow Water Advocates is an equal opportunity employer and does not discriminate in employment, promotion, compensation, or other terms and conditions of employment on the basis of race, sex, sexual orientation, gender identity, color, religion, national origin or ancestry, age, marital status, disability, veteran status, or any other basis

prohibited by applicable law. Flow Water Advocates encourages all qualified candidates to apply!

POSITION SUMMARY: The Administrative Coordinator at Flow Water Advocates is a skilled problem solver who enjoys anticipating the needs of a dynamic nonprofit organization dedicated to protecting the Great Lakes. This team member is central to the daily operations of our office, coordinating all administrative responsibilities, managing the physical workspace, and providing key support to staff.

KEY DUTIES AND RESPONSIBILITIES:

Office and Facilities Management (40%)

- Perform daily opening duties, including unlocking doors and preparing the office for staff arrival.
- Greet visitors, answer phones, take messages, receive packages, and maintain a positive public relationship.
- Act as the primary liaison with the building landlord and neighboring businesses for maintenance and shared facility services (e.g., garbage disposal).
- Keep the office, entryway, and kitchen areas tidy, clean, and well-stocked.
- Manage kitchen operations: prepare coffee, load/unload the dishwasher, and order kitchen supplies as needed.
- Manage office supply inventory and oversee the maintenance and repair of office equipment.
- Support general office upkeep, including watering plants and light maintenance tasks.

Fundraising Support (15%)

- Collect and sort daily mail, scan donation-related materials, and maintain digital records.
- Prepare donation deposit slips for processing.
- Print acknowledgment letters for signature and mailing.
- Handle the mailing of acknowledgement letters and other donor communications.

- Coordinate volunteer support when needed.

Technology Administration (15%)

- Assist staff with basic IT troubleshooting and escalate technical issues as necessary.
- Monitor and operate the organization's system hardware and software, ensuring functionality for internal use.

Staff and Board Support (30%)

- Provide general administrative support to the Executive Director and other team members as requested.
- Reserve meeting rooms and coordinate logistics for internal and external meetings.
- Support the preparation and execution of board meetings and special events.
- Arrange travel logistics, including transportation and lodging, for staff and board members.

PREFERRED KNOWLEDGE AND EXPERIENCE:

The Administrative Coordinator will exhibit personal and professional characteristics that include, but are not limited to: superior verbal and written communication skills, strong interpersonal, communication, and organizational skills, problem-solving skills, attention to detail, ability to manage multiple projects in a timely fashion with minimal direction, sound judgment, confidentiality, discretion, flexibility, and a team-oriented approach. Working knowledge and proficiency in Google Suite and general office technology are strongly preferred. Experience in a nonprofit organization is a plus. The ideal candidate will be able to demonstrate an understanding and commitment to Flow Water Advocate's mission to protect the common waters of the Great Lakes Basin. Prior nonprofit experience and familiarity with conservation, environmental, and Great Lakes issues are desirable.

WORKING CONDITIONS: This position requires in-person work based at Flow's downtown office in Traverse City, MI, and will require occasional travel in the Great Lakes region, as well as occasional nights and weekends for events and gatherings.

COMPENSATION, BENEFITS, AND APPLICATION PROCEDURE: This is a part-time position with pay of \$23 per hour, commensurate with skills and experience. Flow Water Advocates is located in Traverse City, Michigan, and candidates must be able and willing to reside within the region.

TO APPLY: Please complete our [online application form](#) that includes a résumé, cover letter, brief writing samples, and three references—Applications will be accepted until the position is filled. No calls or drop-in visits.