

Institute for Natural Learning Phone 802-254-5800
www.ifnaturallearning.com
info@ifnaturallearning.com
P.O. Box 2485, Brattleboro VT 05303
PART-TIME ADMINISTRATOR POSITION
12-18 hours/week Pay DOE.
Start date: Winter/Spring 2015, negotiable. Apply soon if interested.

JOB OVERVIEW

Part-time, year-round administrative position with hourly rate depending upon experience. The Administrator works in our Brattleboro, VT office under Mark Morey, IFNL founder. This is an excellent opportunity to make a concrete contribution to regional and national initiatives in regenerative cultural mentoring and nature connection. Our office environment is a center of excellence, personal growth, and gratitude; we welcome initiative and vision in how to become better at what we do. We are bold, transparent, and different.

MISSION

The Institute for Natural Learning is a for-profit, sole-proprietorship business. Our mission is to design a healthy, vibrant, and regenerative nature-based culture for ourselves, our children, and the future generations. We are committed to practices that connect each one of us to our gifts and purpose in life, our intimate relationship with the land, and our ancient blueprint for cultural mentoring. Our organizational culture is flexible, creative, experimental/entrepreneurial, and based on a large, interconnected network of long-term relationships.

CURRENT PROJECTS AND PROGRAMS

Our business is cyclical like nature, moving dynamically between maintaining stable income streams and pushing into experimental new ones.

IFNL currently offers and organizes:

- (1) Monthly local youth program for ages 6-13.
- (2) Winter weekend camping adventure for teens.
- (3) Sacred Fire Initiation: rites of passage for adolescent boys.
- (4) Coyote Camp: 2-week overnight teen adventure summer camp.
- (5) Personal Mythology Quest: re-visioning the internal guidance shaping one's life journey.
- (6) Childhood Rites of Competence: conscious parenting initiative, plus training for mentors.
- (7) Unhook: 10-day leadership intensive.
- (8) Individual, community, and corporate consulting on mentoring, organizational development, and the leadership journey.
- (9) International Art of Mentoring development and coordination.
- (10) Newly emerging initiatives and projects.

Institute for Natural Learning Phone 802-254-5800
www.ifnaturallearning.com
info@ifnaturallearning.com
P.O. Box 2485, Brattleboro VT 05303

JOB RESPONSIBILITIES/DUTIES

- **Overall:** Responsive attention to both a big-picture view and tracking/implementing details, in support of Mark Morey's programs and initiatives.
- **Outreach & communication:** Phone & email communication with potential and current program participants, business/community partners, staff and volunteers, including proactive follow-up and tracking ongoing communications. Physical and electronic mailings, phone outreach, registration, staff communication, and most logistical details for IFNL programs. Electronic newsletters and promotional materials. Coordination and support of staff and volunteers.
- **Finances:** Bookkeeping. Coordination & communication with tax prep and payroll providers. Drafting, updating, and analyzing budgets. Tracking payments and expenditures for programs. Bill-paying & bank deposits.
- **Technology:** Managing IFNL website (Wordpress platform). Setting up electronic newsletters (Mailchimp), forms, surveys, payments, and invoices. Managing data, documents, and email newsletter list. Troubleshooting routine technology problems and coordinating outside tech support as needed.
- **General office admin:** Stocking office supplies, filing, organizing, maintaining calendar.

DESIRED QUALIFICATIONS

- 3+ years of experience participating and/or working in the Art of Mentoring and/or related nature-based programs and initiatives, including program coordinator level experience.
- Facility with a variety of computer applications, including Gmail, Google docs, word processing, spreadsheets, accounting software, and desktop publishing.
- Clear, direct communication and ability to cleanly distinguish observations from judgments.
- Internal resilience and self-sufficiency. Ability to improvise and adapt in dynamic circumstances.
- Ability to manage & track both details and big picture across multiple project timelines.
- Ability to be flexible and creative around change and opportunity.
- Excellent writing, editing, and speaking skills.
- Engaging, connected phone presence.
- Both highly detail-oriented and able to clearly hold the big picture.
- Self-starter w/demonstrated strong initiative and proactive communication.
- Ability to streamline and maintain effective systems of operation and documentation.
- Flexibility to respond to changing conditions, fluctuating programming, and new initiatives.

- Demonstrated commitment and strong desire to contribute to nature connection, community building, mentoring, youth empowerment, and personal responsibility.
- Familiarity with 8-Shields model and language.
- 100% confidentiality & respect around client and project information.
- Sense of humor and creativity!

Please reply to: info@ifnaturallearning.com with a resume, three references, and a concise letter describing:

1. Your experience with nature-based mentoring programs for youth and adults, both as instructor and program manager/coordinator.
2. Your office administrator experience and qualifications.
3. Your reasons for applying.

We will schedule interviews beginning February 10, 2015 until position is filled.