



Job Title: Administrative Coordinator

Classification: Non-Exempt

Hourly Range: \$17.00-\$21.00

Position Type: Part-time: In-person

Hours of Work: Regular operational hours

Position Reports to: Development & Communications Director

Purpose: The Administrative Coordinator plays a vital role in supporting the daily operations of the Center, ensuring efficiency and organization across teams. This position provides essential support to teams throughout the Center contributing to the success of the organization's mission.

Essential Functions:

Administrative Support

- Organize and maintain digital and physical files
- Prepare and edit documents, presentations, and reports
- Track deadlines and ensure timely follow-ups
- Ensure a welcoming environment for staff and visitors
- Maintain office supplies, inventory, and materials
- Cost comparisons for office vendors and suppliers
- Creation of onboarding and offboarding materials

Development Support

- Assist with donor database management
- Prepare donor acknowledgment letters and receipts
- Assist with the coordination of fundraising events and campaigns
- Help draft grant applications and track deadlines
- Research potential funding opportunities or sponsors
- Coordinate volunteer activities or community outreach efforts

Communications Support

- Draft, edit, and schedule social media posts and newsletters
- Experience in creating social media posts and documents
- Assist with updating the Center's website content
- Help create marketing materials
- Assist in writing and distributing press releases

And other duties as assigned by the Development & Communications Director or President/CEO.

Qualifications:

- Proven experience in an administrative role
- Proficiency in Google Workspace and Canva
- Experience working in donor databases

- Detail-oriented with a high level of accuracy
- Excellent organizational skills with the ability to prioritize tasks effectively
- Strong communication and interpersonal skills to interact with diverse stakeholders
- Ability to work independently and as part of a team