



Position: Administrative Coordinator

Organization: inCOMMON Community Development

Position Summary: inCOMMON is seeking a full-time Administrative Coordinator to provide administrative, financial, and operational support to inCOMMON. This position works closely with both program and administrative staff to provide general support and complete various organization-wide projects related to fund development, finance, administration, and program operations and evaluation. The Administrative Coordinator partners especially closely with inCOMMON's Co-Executive Directors in all areas of the organization, especially fund development. The nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate needs. The role must interact seamlessly and with a professional demeanor across a broad range of individuals including members of the staff, Board of Directors, and neighbors.

Core Functions

- 15% - Executive Director support (calendar management, administrative support, Board meeting preparation)
- 30% - Fund Development support (grants calendar management, database management, administrative support)
- 30% - Program support (special events, program preparation, data management, program reporting and evaluation, volunteer support)
- 15% - Finance support (bookkeeping, administration, receipts, data entry)
- 10% - General administrative support (office support, errands, etc.)

Qualifications

- one year prior experience in an administrative support, coordination, or management role
- excellent computer skills, including Microsoft Office Suite
- exceptional writing, editing, and proofreading skills
- ability to speak Spanish and English
- a team player capable of cultivating productive working relationships across the organization
- energetic and eager to tackle new projects and ideas
- someone who exhibits sound judgment with the ability to prioritize and make decisions
- able to multi-task – the ability to adapt to fluidity of seasonal tasks is required

Salary

\$39,000/year

