

JOB DESCRIPTION

Administrative Coordinator

Summary

The Administrative Coordinator provides financial, operational, and administrative support for a program, department, or division.

Financial support-related duties include assisting with contract administration and overseeing day-to-day financial transactions including check requests, classes, reimbursements, and providing related analysis. The Administrative Coordinator also provides operational and administrative support including maintaining filing systems, sending, and distributing mail, managing, and preparing workspaces, meeting management and logistics, making travel arrangements, functioning as a timesheet coordinator, and providing related ad-hoc operational support.

The Administrative Coordinator functions as the primary point of contact for the department or executive with a wide variety of key constituents, including potential and existing donors. Duties are confidential and require a working knowledge of CI's policies, procedures, programs, and operations. Ability to work effectively with others and excellent communication skills required. This position does not supervise staff. Duties are performed under general supervision.

Key Responsibilities

- Prepare check requests, travel reimbursements, and other related financial transactions. Generate reports and related analyses as needed.
- Maintain a filing system for contracts and related documents. Manage the flow of information and transactions related to external contracts and ensure compliance with CI policies and procedures.
- Provide administrative and operational support to help ensure the efficient functioning of the department.
- Act as a liaison with other departments and others within and outside CI.
- Screen incoming correspondence, calls, and requests. Ensure that critical and sensitive information flows to the appropriate person on time and follow up as needed.
- Prepare correspondence, memos, presentations, and other communications material.
- Manage the department and/or executive's business and travel calendar. Coordinate meetings and activities with others as needed.
- Maintain administrative files.
- Perform related duties as assigned.
- Guarantee adequate stationery inventory and office supplies as well as the proper maintenance of assets and physical facilities of the CI office and the management of petty cash.

Additional Responsibilities

- This position will help drive the VPs agenda, priorities, and communications Perform related duties as assigned.
- Regional responsibilities and challenges across the organization to achieve business needs and initiatives.
- Maintain frequently changing calendars and coordinate all aspects of confidential executive-level appointments, meetings, receptions, town halls, video conferences, and live meetings.
- Substantial communications coverage, screen calls with diplomacy, determine the need for immediate attention, or relay messages.
- Arrange video-based meetings, teleconferences, and other technology needs in advance of the meeting and anticipate the needs of each meeting.
- Coordinate global/domestic travel itineraries and manage timely processing of expenses.
- Manage multiple competing priorities daily and execute within guidelines set, take initiative to assist as issues arise, and find/proposed solutions to problems as they arise.
- Composing and preparing correspondence (presentations, memos, emails) on request.
- Research, extract, and compile data for the team on routine and special projects.
- Respond to routine requests for information from external and internal sources.
- Coordinate team calendar, meeting locations, meals, and other logistics for department off-sites and meetings.
- Process invoices, organize and maintain a filing system, and order office supplies.
- Coordinate with the company's Enterprise Technology Services team to ensure the office's IT needs are met.
- Communicate professionally with members of the department, and the remainder of the organization.
- Provide support for the on-boarding/off-boarding of department employees.

Organization Culture

- Plan and execute social events, team-building activities, and firmwide culture events throughout the year.
- Manage calendar for internal events and staff recognition days (i.e., staff anniversaries and birthdays).
- Plan and implement the office's major annual culture events (all-staff summer activity, volunteer day, and year-end holiday party), leading budget management and vendor selection and coordination.

People and Resource Management Responsibilities

- Does not directly supervise staff but assists peers and helps direct the work of interns, temporary employees, contractors, or volunteers.
- Not accountable for preparing an operating budget but helps track and monitor expenditures.
- Initiates check requests or similar transactions as directly approved by the supervisor.

Qualifications

- High School or Secondary School education.
- 2-4 years related work experience in providing administrative and office support.
- Proficiency with MS Office, Google Mail, and web researching skills.
- Strong organization and communication skills.
- Ability to prioritize and manage high volume and varied tasks and meet deadlines.
- Service focus. Courteous, tactful, and proven ability to work effectively with others from a variety of disciplines, cultures, and backgrounds.
- Ability to work under general supervision.
- Up to 2 years of college or technical school studies, preferred.

Additional Qualifications

- Excellent time management skills
- Well-developed organizational skills
- Outstanding organizational skills and strong attention to detail
- Great verbal and written communication skills
- Professional discretion
- Comfortable interacting with staff at all levels and representing the department clearly and diplomatically, when needed.
- Experience multi-tasking with the ability to handle changing priorities in a fast-paced entrepreneurial environment.
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint, and comfort with technology

Working conditions

- Typical office environment.
- No travel is expected.

Applications process

Candidates who meet the requirements, please send your CV with relevant experience to:

Email: dvallejo@conservation.org

Subject: “Administrative Coordinator”

Deadline: August 10, 2022