



Administrative Coordinator

The Administrative Coordinator supports the Executive Director and leadership in the organization, execution, and management of administrative tasks to further the mission of AGAPE. The ideal person for this position is highly motivated with strong organizational and interpersonal skills who enjoys behind-the-scenes work. This position is challenging and requires diverse skills and strong multi-tasking abilities. The Administrative Coordinator plays a critical role in problem-solving and supporting all staff in numerous ways. We are looking for an enthusiastic, committed leader who is excited to join a hard-working team.

The Administrative Coordinator plays a critical role in organizational growth by leading key events and projects under the direction of the Executive Director. This position is ideal for a people-person who enjoys building and maintaining relationships. The Administrative Coordinator will have significant responsibility and tremendous opportunity to make an impact on the mission of AGAPE.

Reports to: Executive Director

Supervise: Administrative Volunteers

DUTIES:

With minimal supervision, provide support to the Executive Director, helping him/her be successful in project management, communication, and prioritizing tasks; provide occasional support to other staff in performing their duties.

- Facilitate information requests and communications related to operations of the ministry (accountability reporting and information for churches and agencies, requests for ministry overview appointments, updating current AGAPE information held by others).
- Miscellaneous administrative tasks such as file maintenance, monitoring mail, assisting with correspondence and mailings, maintaining a quality ministry display, managing ministry speaking opportunities, problem solving, referring to and connecting with other staff members as required, and attend staff meetings.
- Provide historical reference by defining and carrying through procedures for retention, protection, retrieval, transfer, and disposal of records.
- Occasionally assist staff in areas such as new-employee orientation.
- Collaborate with Executive Director and staff to further Agape's mission, vision, and values.
- Coordinate updating and maintaining the Policies & Procedures Manual.

- Collaborate with the Executive Director and other team members to develop and implement short and long-term fundraising strategies.

Event Management

This position is the principal project manager for AGAPE's events. The Administrative Coordinator works with the Executive Director on a general strategy and timeline for each event and then oversees a diverse team of board members, donors, volunteers, staff members, and vendors to complete all event-related tasks. Key events include:

- Fundraising banquet (annually, September)
- Walk for Life (conceptual- possibly annually)
- Various smaller events (meetings, luncheons, Legacy Giving meetings and Educational Forum).

Volunteers

Support Executive Director and the Director of Fatherhood & Community Services:

Support the volunteer program through software system to support and manage the volunteer resources, connecting ministry needs with people and organizations that desire to meet those needs. Create volunteer opportunities, coordinate, and recruit volunteers. Oversee communications with volunteers to ensure they feel appreciated and understand the critical role they play.

Marketing Support

Support Executive Director:

- Suggest changes/updates for maintaining, updating, and enhancing the website, brochures, and other marketing materials.
- Collect and submit images and information associated with AGAPE's "organizational life" to be used for communicating to various AGAPE audiences through newsletters, social media, etc.
- Manage timelines, conduct interviews, draft articles, oversee editing, etc. for e-newsletter. Coordinate designs needed for communications, projects, and special events.
- Collaborate and assist with reports that will help develop, coordinate, and measure/evaluate advertising (primarily focused on resident recruitment).

JOB QUALIFICATIONS

Required

- Exceptional writing and excellent oral communication and presentation skills
- Highly organized, thorough, and detail-oriented
- Must be proficient in programs such as Word and Excel
- A minimum of two years' experience working in an office setting and/or with duties listed above
- Associate's degree or equivalent experience managing an office or providing operational assistance in business or non-profit setting
- A professional demeanor and the highest level of discretion is essential in the management of confidential information
- Motivated self-starter with strong problem-solving, analytical & decision-making skills who can manage projects with minimal guidance
- Must be able to successfully multi-task, learn new processes quickly, and collaborate with others giving priority in following-through and producing overall quality work
- Provide contact information for three references including pastoral or ministry-based reference

Strongly Preferred

- Event management experience
- Social media experience (particularly with Facebook, blogs, Pinterest, and Twitter)
- Database management experience
- HTML/Website maintenance experience
- Desktop publishing or design experience
- Professional and/or personal experience at a non-profit

ADDITIONAL INFORMATION

Starting date: Effective on (DATE)

Starting wages: Compensation is negotiable based on experience

Job hours: This position requires 28-32 hours/per week. Your work will generally take place during daytime hours, Monday through Thursday; however, occasional evening or weekend hours may be necessary for special events.

Confidentiality: This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.

Signature of Administrative Coordinator

Date

Signature of Executive Director

Date