



## Administrative Coordinator

Cincinnati is beautiful. We are committed to keeping it that way! Keep Cincinnati Beautiful is seeking an Administrative Coordinator for our team to support efforts across all of our program areas. The Administrative Coordinator will work between 16-24 hours per week, be paid based on experience (\$15-\$17/hr.), and report to the Development Manager. Currently, most work is performed remotely however up to 25% of the Administrative Coordinator's time will be needed at the office at 1115 Bates Avenue Cincinnati Ohio 45225.

### Responsibilities

- Manage internal communications for the whole office, including; office chores, memos, calendar, staff meeting agendas, office supply orders etc..
- Serve as agency administrator for website, email hosting, and general technical support
- Create, update, and provide maintenance to administrative forms and shared files
- Answer telephone, direct calls, check voicemail, and manage general email account
- Sorting mail, copying, filing and provide support for appropriate internal financial controls
- Onboard new employees (document collection, handbook review)
- Assist with copy and content sourcing for the Annual Report.
- Attend all meetings of the Board of Directors, take minutes, and manage online portal
- Assist with donor mailings, processing invoices/checks, and database management
- Be an auxiliary support to all programs as needed

### Knowledge, Skills and Abilities

- Associate's Degree in a related field
- One or more years of experience in fast-paced, multi-program office environments
- Driven, detailed, outgoing, self-starter who can work collaboratively on a team
- Able to balance competing priorities, complex situations and tight deadlines
- Proficient in Microsoft Office or similar (must love spreadsheets!)
- Emotional intelligence to work with a range of staff, board, partners and stakeholders
- Passionate about Keep Cincinnati Beautiful's mission.
- Resilient/ **100** Attitude

### Interested persons please send resume as pdf attachment to:

Jonathan@KeepCincinnatiBeautiful.org with "Administrative Coordinator Position" in the subject line. Include a few sentences about which of the keywords below best describe you in either the body of the email or a cover letter no longer than one page. **Keywords:** Problem Solver, Resourceful, Critical Thinker, Anticipate Needs, Foresight, Organized, Adaptability, Team Player

*Keep Cincinnati Beautiful is a not for profit corporation whose mission is to educate and encourage individuals to take greater responsibility for their community environments. Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, or national origin.*