National Community Action Partnership
Position Description

Administrative Coordinator

SUMMARY

The Administrative Coordinator performs specialized and routine operational and administrative functions to support both the Administration & Membership Team and Organizational Capacity Building Team to maintain efficient and effective operations. This position will be under the shared supervision of the Vice President, Administration & Membership and the Director, Organizational Capacity Building.

The ideal candidate for this position will be a self-starter who possesses an eye for detail and commitment to excellence. NCAP highly values innovation, strategic thinking, and creativity. Passion for the mission of Community Action is a must! To learn more about NCAP, visit www.communityactionpartnership.com.

The starting salary range for this position is $50,000-$55,000, based on experience. This is a full-time, non-exempt position and eligible for NCAP's competitive benefits package, which includes health insurance, retirement options, and a generous paid leave policy. This is an onsite position.

TO APPLY: Send cover letter and resume to jobs@communityactionpartnership.com with *Administrative Coordinator* in the **Subject line** of the email.

DUTIES, RESPONSIBILITIES, ESSENTIAL FUNCTIONS:

- Initiates office supply inventory, orders, deliveries as scheduled and directed.
- Develops and manages the administrative procedures.
- Recording and archiving minutes for various internal and external meetings
- Prepares fiscal and travel documents, and other pertinent forms as required.
- Supports the team at monthly fiscal meetings through prepared reports and vendor follow ups.
- Supports team calendar management, development, maintenance, and scheduling.
- Serve as resource person on invoicing and expense policies and procedures. Specific functions include:
- Research and resolve accounts receivable (A/R) and accounts payable (A/P) issues.
- Prepares correspondence from electronic and/or printed materials for staff and proofreads outgoing correspondence.
- Assists with database management as directed.
- Assists with onsite and virtual meeting logistics.
- Maintains and keeps an organized, accurate and up-to-date electronic filing system and inventory of invoices, expenses, and contracts/agreements.
- Provide project-related support as assigned.

SUPERVISORY RESPONSIBILITIES

- None

QUALIFICATIONS

- At least 2 years of experience in the human service sector with a focus on anti-poverty or similar programs
- At least 2 years of experience in an administration or operations role for nonprofits or associations with increasing responsibility
- Excellent oral, written, and group communication skills.
- Excellent Outlook skills.
- Excellent Excel skills.
- Excellent Zoom skills.
- Excellent interpersonal skills and high ethical standards.
- Excellent organizational skills.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Ability to think creatively and be a key contributor to NCAP goals.
- Preferred four-year Bachelor of Arts or Sciences degree.

PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the regular work environment is usually moderate.
- Must be physically able to travel by ground or air for local, regional, and national activities.
- Overnight travel, sometimes for several workdays at a time, may be required up to 15% of the time.
- Must be physically able to use a computer for email, word processing, and video conferencing.
- The employee must occasionally lift and/or move up to 10 pounds.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.