



Job Title: Administrative Coordinator
Department: Administration/Finance
Supervisor: VP of Finance, with dotted line reporting to VP of Development
FLSA Status: Non-Exempt, Eligible for Overtime Compensation
Prepared By: Bill Rider; Barbara Johnson
Prepared Date: 05/08/2023
Compensation: \$20-\$25/hr., based on experience

Summary: Reporting to the Vice President of Finance, the Administrative Coordinator performs a wide range of clerical and administrative functions in support of key business operations, including on site front desk functions. This position regularly performs complex, support-level transaction posting and data compilation, organizes and maintains paper and electronic files, and ensures effective office workflow.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Finance Operations Support (30%):

- Support accounts payable/company credit card processing
 - Organizes contracts, invoices, receipts, invoices, and manager approval documentation
 - Prepares payment vouchers for review by Senior Finance Associate or VP-Finance
 - Posts accounts payable transactions to general ledger
- Reconciles and posts petty cash transactions

Development Support (20%):

- Updates donor database for all incoming donations
- Processes monthly credit card donation sweep into general checking account
- Generates donor acknowledgements
- Assists with donor database maintenance (prospect account creation, data entry, and data cleanup)

Administrative Support (25%):

- Front desk reception, mail, phone, and general email inbox triage
- Manages relationship with Telephone/Internet/Copier vendors
- Manages relationship with cleaner, building maintenance staff
- General office organization and tidiness
- Performs errands as needed
- Support for major meetings and events—i.e., event logistics, catering, note taking.
- Books travel arrangements and obtains travel visas for staff, trainers, and partners
- Printing/assembling/shipping marketing materials (informational packets)
- Orders and maintains office and kitchen supplies, stationery, promotional, fundraising, training and print materials
- Designs/orders business cards
- Provides additional support across departments, as requested

Executive/Board Support (25%)

- Creates/coordinates agendas and provides support as needed for full staff meetings, major meetings, and other events
- Records minutes for Board and Board Committee meetings
- Maintains records in corporate notebook
- Assists with in-country registration paperwork, as needed

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate degree or equivalent from a two-year college, 3-5 years relevant experience.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Location/Work Environment

This position is part of the PMC Headquarters on site team working at 30 Kimball Place, South Burlington, VT. The work environment characteristics described here are representative of those encountered 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 work environment is usually quiet.

How to Apply: Submit cover letter and resume to jobs@populationmedia.org. Review of applications and interviewing to begin immediately and continue until the position is filled.