



## **ADMINISTRATIVE COORDINATOR**

**Employment Status: New Hire/Full Time; Hybrid**

**\$50,000 – \$55,000 Annually**

**Reports to: Executive Director / Finance Director**

**Date of Hire: Immediate**

The Alabama African American Civil Rights Heritage Sites Consortium (Consortium) is a dynamic and collaborative organization working to build the capacity and sustainability of civil rights sites in Montgomery, Birmingham, Selma and the Black Belt. Organized in 2017, the Consortium became an independent 501c3 organization in 2020. To learn more about the organization, visit [aaacrhc.org](http://aaacrhc.org).

### **RESPONSIBILITIES**

The Administrative Coordinator is responsible for planning and implementing administrative functions to maintain organizational effectiveness and efficiency including general, executive, and financial tasks. Responsibilities include providing administrative and operations support of the Consortium Team, and Board of Directors, managing common spaces, day to day administrative operations, organization-wide events, and triage of general incoming correspondence. This position may supervise administrative support staff or interns as needed. The Administrative Coordinator is the staff lead for all IT/Technology needs and serves as liaison to external technical support firms, building management and other vendors as designated. This is a Hybrid position requiring at least 3 days in office.

Are you passionate about being a part of a team that is helping those in your community and making a lasting impact as it relates to civil rights and social justice? If so, this is the role for you.

### **Administrative & Operations**

- Control/maintain Consortium Team Shared Calendar and meeting logistics for scheduling both internal and external meetings
- Correspondence – manage shared inboxes, compose and send emails to Consortium members, and format documents according to Consortium style guide specifications.
- Meeting logistics – Administrative support for virtual and in-person staff and site meetings and events
- Coordinate staff travel arrangements in connection with the Finance Director
- Maintain office supplies including organizing, taking inventory, ordering, and replenishing stock.
- Process incoming mail, log checks and receive packages
- Main point of contact for facilities related issues and communication with building management.
- Manage the process for upkeep of the common areas including, flex office, meeting rooms and kitchen (when used)

### **Technology**

- Developing, implementing, and maintaining organizational record-keeping and filing systems for operational purposes.
- Act as the primary point of contact for fundamental IT-related requirements, assume responsibility for escalated tickets, and facilitate the onboarding process for new devices and equipment in collaboration with the Managed IT provider.

## **Finance**

- Development and Communications – Assist with donor and grant files and communications to external partners and other project stakeholders in connection with the finance director
- Executive/Board of Directors - Provide administrative support to the Executive Director and Finance Director including scheduling and meeting logistics, formatting documents and presentations, taking minutes, and managing board of director files.
- Financial – Implement finance policies and procedures as directed by Finance Director, including, but not limited to tracking income and expenditures and posting documentation in QuickBooks as needed.
- Other duties as assigned.

## **SKILLS/ABILITIES**

- Exceptional organizational and multitasking skills, the ability to work independently with little or no supervision.
- Comfort in a collaborative work environment
- Proficiency in Adobe Professional, Canva, Office 365 (and included platforms, i.e., SharePoint, Outlook, OneDrive, OneNote, etc.), Mail Chimp and Zoom.
- Excellent communication, interpersonal and soft skills
- Ability to manage multiple commitments and deadlines simultaneously
- Proactive problem-solving skills
- Attention to detail
- Commitment to diversity and inclusion in working with team members and clients
- Strong interest in historic preservation, Civil Rights Movement, African-American History and Social Justice

## **EDUCATION & EXPERIENCE**

- Bachelor's degree or equivalent experience
- Minimum 5 years of experience in office management or administrative leadership support

## **BENEFITS**

- Benefits include paid holidays, 3 weeks paid time off, and fully covered individual health and dental insurance with optional employee sponsored vision insurance available. Family and spouse plans available as optional.
- The Consortium will provide a laptop and furnish supplies to work from home.

## **COVID-19 CONSIDERATIONS AND REMOTE WORK**

Must have received or be willing to receive the COVID-19 vaccination or formal vaccination exemption as allowed by the state of Alabama by date of hire to be considered. Proof of vaccination or completion of Alabama exemption is required.

AAACRHSC is a 501(c)(3) non-profit organization and Equal Opportunity Employer. Employment is open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.

**TO APPLY – Send a cover letter and resume to [lukata.mjumbe@aaacrhsc.org](mailto:lukata.mjumbe@aaacrhsc.org). No phone calls please.**