

Administrative Coordinator

Position Description

Primary Objective

The Delaware Center for the Inland Bays seeks an experienced and motivated professional to coordinate administrative functions of the Center. The Administrative Coordinator works under the supervision of the Deputy Director and is responsible for day-to-day administrative operations, including maintenance of updated employee records, assisting in hiring and onboarding new employees, processing termination paperwork, supporting the administration of compensation and benefits packages, and ensuring that organizational systems and processes are effective and running smoothly. In addition, the Administrative Coordinator assists in coordinating staff professional development and team building activities, and in other tasks as assigned by the Deputy Director.

Preferred Qualifications

- Associate's or bachelor's degree in business management or related field, or equivalent work experience
- 3+ years of administrative work experience, preferably within the nonprofit sector.
- Familiarity with Microsoft Office, Google Drive, and project management software.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills and ability to work well in teams.

Principal Duties and Responsibilities

- Maintain updated employee records.
- Maintain organizational charts and detailed job descriptions along with salary records.
- Coordinate recruitment and termination processes and ensure they run smoothly.
- Assist with new hire onboarding process.
- Support administration of compensation and benefits packages.
- Support administration of health and life insurance programs.
- Support the maintenance and enhancement of organizational systems and processes, including file organization and project management.
- Assist with coordination of staff team building and professional development activities.
- Assist with updating organizational policies as needed.
- Perform other duties as assigned by the Deputy Director.

Salary Range

\$40,000 to \$50,000/year commensurate with qualifications and experience. The Center offers a competitive benefits package that includes generous paid vacation days and paid holidays, health insurance (medical, dental, vision), 401(k) with profit sharing, and more.

Physical Demands and Work Environment

Work is performed almost entirely within an office environment and occasionally in the field. Field assignments may require some physical exertion, and occasionally contend with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule is permitted. The position is subject to the Center's Employee Handbook.

To Apply

Email resume or CV with cover letter in a single PDF file to hire@inlandbays.org. Applications will be accepted on a rolling basis and the position is open until filled.

The Center for the Inland Bays is an Equal Opportunity Employer. We welcome and encourage applications from persons of every race, color, national origin, sex, religion, age, disability, political belief, orientation, gender identity, veteran and military status.

Acknowledgment

I have reviewed this position description and I understand all of the listed job duties and responsibilities. I am able to perform these duties and responsibilities. I have discussed any exceptions or training needs with my supervisor. I understand that the Center for the Inland Bays, a non-profit organization that may have variable funding, may need to change my job duties on a temporary or regular basis according to the needs of the organization and changes in funding. I understand that the Center will make every effort to provide written notice to me of such changes. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor and the Executive Director.

SIGNATURE

DATE

PRINTED NAME