



Administrative Coordinator

Job Description

Overview

Administrative Coordinator, Foundation for Appalachian Kentucky

Working in a never dull, supportive, growth-oriented environment, the role of the Administrative Coordinator spans all work teams and aspects of the work of the Foundation to ensure its efficient operation. This position supports staff through tasks related to the organization, communication and task management and is familiar with all the concepts, practices, policies, and procedures of the Foundation's work.

In this newly created role, you will report directly to our Chief Operating Officer and be responsible for the activities and tasks that make an office run smoothly, so the Foundation can provide support to our funds, donors, and affiliates. You will interact with board members, volunteers, community members, and donors that are all working toward improving their communities.

This position is full-time (40 hours a week) and is in-office.

About the Foundation for Appalachian Kentucky

The [Foundation for Appalachian Kentucky](#) is a non-traditional, nationally accredited community foundation located in and serving the coal fields of Appalachian Kentucky. Located in Hazard, Kentucky, the Foundation works through our affiliate network to advance locally controlled philanthropy, cultivate non-traditional local leadership, and build community capacity.

Since 2009, the Foundation has positioned itself as the go-to organization in both times of opportunity and in [times of crisis](#). Over the last five years, the Foundation, while not specializing in disaster philanthropy, has stewarded over \$20 million dollars coming to our region during several natural and community disasters. We are continually called upon to serve as the trusted, place-based philanthropy experts serving our region. Through our extensive network of grantee partners, we work to serve as a channel for philanthropic investments to reach the organizations, businesses, farms, artists, and people that make up the ecosystem of the Appalachian Kentucky region.

The Foundation serves as a hub and backbone for community groups, nonprofits, and affiliate boards working to make their communities better.

Main Responsibilities

Administrative Duties

- Provide general support to visitors; provide information by answering questions and requests; directing office traffic; organize and schedule meetings and reservations for meeting rooms, apartment, and temporary office spaces; maintain public office spaces; book travel arrangements; handle sensitive information in a confidential



manner; resolve administrative problems; work closely with Chief Operating Officer and Chief Financial Officer to update administrative systems for increased efficiency.

Clerical

- Answer and direct phone calls; manage phone system; produce and distribute correspondence; provide general clerical support to senior staff as needed; develop and maintain a filing system.

Reporting

- Assist in the preparation of regularly scheduled grant and board reports.

Financial

- Assist in the preparation of donation intake, deposit preparation, and processing payables; financial management software familiarity and ability to perform tasks related to the creation of funds and running reports.

Management

- Ensure operation of equipment by completing preventative maintenance requirements; calling for repairs and maintaining and anticipating equipment inventories and needed supplies.

General

- Participate in overall organizational strategic planning as requested.
- Participate in annual teams work planning and weekly staff meetings.
- Contribute to a healthy, kind, and safe organizational culture that values equity, diversity, and inclusion.
- Other duties as assigned.

Qualifications

- Professional experience writing business correspondence and skilled in the use of Microsoft software, including Outlook, Word, and Excel.
- Ability to perform responsibilities in a professional manner and to handle assignments with a high degree of accuracy and confidentiality.
- Be able to work independently and cooperatively.
- Bachelor's degree preferred.
- You are required to be fully vaccinated for COVID-19 prior to your first day of employment.

Attributes

- Critical thinker: You ask questions, innovate, and problem solve to complete complex tasks.



- **Communicator:** You communicate effectively and appropriately, both in writing and verbally, with a diverse set of internal and external audiences. You communicate in a manner that demonstrates and fosters cooperation, respect, concern, and openness to change.
- **Report builder:** You instill trust and confidence with internal staff and external partners. You earn trust by your actions and faithfully keep your promises. People know you have their best interest in mind, and you are sincere in your communications.
- **Performer:** You are motivated by task accomplishment and achieving results. You have a strong desire to set goals and take decisive action.
- **Multitasker:** You enjoy engaging in many different types of projects and tasks and working quickly to resolve issues.
- **Dependable:** You show up when you say you will and finish tasks you have been assigned.

What's Attractive to the Right Candidate?

- You enjoy putting things in order and developing and enforcing systems.
- You will join a passionate team, dedicated to the work we do and the communities and region we serve. We take pride in our accreditation and strive for excellence in all we do.
- We offer a competitive salary (\$40,000-\$45,000) and benefits package which includes Anthem BCBS medical, Delta Dental and Vision insurance; long-term and short-term disability; 401(k) with company contribution; Parental Leave; generous Paid Time Off and Holidays.

To Apply

We encourage you to apply, even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences.

Please email your cover letter and resume in PDF to Kristin Collins, kristin@appalachianky.org with "Administrative Coordinator Application" as the subject of the email.

Work Environment

The Foundation for Appalachian Kentucky is committed to creating a diverse work environment and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law.