
Administrative Coordinator

This position is instrumental in ensuring that Trekkers direct youth and training programs operate efficiently and effectively. A relationship centered approach to all tasks is essential for success. This position will manage the day-to-day needs of our office in Rockland, serving as the receptionist and facilities manager. This position will also support the Executive Team, Board of Directors, Volunteers and Trekkers' families with a particular emphasis on development, database management, AmeriCorps volunteers and community events. This position will be expected to be in the Trekkers office in Rockland Monday - Friday.

This position provides support to our families through the application, enrollment, scholarship, and student fundraising processes including the coordination of the logistics of Trekkers student fundraisers, both in-person and virtual.

This position needs someone who is a self-starter, detail-oriented, enjoys working with people and thinking about the design and systems for optimal efficiency.

Essential Duties and Responsibilities:

Perform general administrative, clerical, and executive support tasks to ensure organizational effectiveness.

- Answer phones and greet visitors to Trekkers' office.
- Creates schedules and manages calendars, and online communication platforms.
- General organization of the office. Oversee and maintain office supplies, equipment, and contracts. Acts as liaison for key service vendors for building maintenance.
- Maintains and organizes shared files (digital and hardcopy). Ensures file retention compliance and version control.
- Data entry and management for participants including evaluation metrics.
- Responsible for posting and sorting of mail and coordinating outgoing mailings.
- Run necessary errands.
- Develop, maintain, and document systems and protocols regarding office operations.
- Provide administrative support, including minute taking, as needed for staff, board, and committees.
- Coordinate the care and usage of all company vehicles including registration and inspection, oil changes, repairs, scheduling, etc.
- Assists Program Director in maintaining compliance with Department of Transportation and Federal Motor Carrier Safety Administration rules and regulations including maintaining drivers' records, bus logs, CDL training documentation, and filing paperwork.
- Works directly with administrative volunteers.
- Provide administrative support for AmeriCorps members and ensure compliance with grant through attendance at meetings, conferences, and reporting.
- Assist families with enrollment, scholarship, and dues processes.
- Coordinate logistics and oversee implementation of student fundraisers.
- Assist with enrollment and logistics of training activities.

- Maintains donor and constituent database, Raisers Edge, to ensure data integrity.
- Manages gift entry and acknowledgment of gifts. Updates donor records and eliminates duplicate records. Records actions, pulls lists, and manages pledge reminders and deadlines.
- Provides support for annual giving, grants, major gifts, business sponsorship activities, and capital campaign including prospect research, mailing list creation, production of solicitation materials, proposal and letter drafting, and meeting coordination.
- Provides administrative and logistical support for organizational fundraisers.

Education & Experience

- Demonstrated experience in administrative support and office management
- Demonstrated experience with event coordination
- Demonstrated ability communicating and collaborating with a wide variety of stakeholders
- Excellent organizational skills and rigorous attention to detail
- Experience copy-editing
- Ability to problem solve, identify and implement next steps independently when appropriate
- Demonstrated experience in computer usage and proficiency in Microsoft suite and database management; ability to troubleshoot common computer issues

Compensation and Benefits:

- Annual salary \$41,400
- Employer paid individual health plan
- Health savings account with matching funds
- Retirement plan with match
- Wellness plan
- Professional development opportunities
- 15 paid holidays + birthday
- 15 paid vacation days
- 10 paid sick days

How to apply: Please send a letter of interest and resume by email to amie@trekkers.org or by mail to Amie Hutchison 325 Old County Rd, Rockland, ME 04841.

Materials should be submitted by **March 15th, 2023** to ensure full consideration.