



## Administrative Coordinator Job Description

**Category:** Part Time, Hourly, Year Round (avg. 25-30 hours per week)

**FLSA Status:** Non-exempt

**Pay Type:** Hourly

**Pay Range:** \$16.00 - \$19.00/hr based on experience

**Schedule:** 5 days per week, 5-6 hours per day, with occasional evening or weekend shifts required

**Direct Supervisor:** Executive Director

### **Description:**

Reporting to the Executive Director, the Administrative Coordinator is responsible for organizing and executing administrative functions for the Castle. This staff member supports the mission of the organization by completing key administrative tasks in a timely manner and by facilitating communication and information sharing between departments. Support of the Castle's fundraising initiatives and commitment to exceptional customer service are key components of this job, along with other administrative tasks related to the smooth operation of a professional office environment.

### **Qualifications:**

Excellent organizational skills, attention to detail, and management of deadlines is essential. Strong interpersonal and communication skills (written and verbal) are required for this position. The ability to work independently and as part of a diverse team are also important. Previous experience working in an office environment providing exceptional customer service to colleagues and the public is necessary. Demonstrated ability to manage shifting priorities and supporting multiple efforts simultaneously will be an important skill. Strong computer skills including Microsoft products (Windows, Outlook, Word, Excel, PowerPoint) is essential and experience with development database software, Little Green Light in particular, is strongly preferred.

**Essential Duties and Responsibilities** include but are not limited to:

Basic Office Duties:

- Coordinate, place, receive, and distribute office supply orders for the organization as needed
- Ensure visitor satisfaction by answering questions and taking program reservations via telephone
- Monitor the information request email and distribute inquires for appropriate and timely response
- Prepare incoming donation requests for review by the staff donations committee and distribute donated passes and items after they are approved
- Provide periodic administrative support by preparing documents and other materials related to mailings, staff trainings, job fairs, and major programs and events
- Coordinate Group Tour Reservations and ensure all group tours are noted on institutional planning calendar.
- Generating reports and other analytical data as needed.
- Manage the office telephone system, including updating the auto-attendant "phone-tree"
- Basic IT responsibilities including coordinating new email addresses, hardware and software upgrades, etc. with contracted IT professionals
- Manage internal calendars to ensure accuracy of information and coordination of space utilization
- Oversee Administrative volunteers

- Will occasionally be called to be a backup sales clerk in the gift shop or front gate;

**Fundraising Operations Duties:**

- Create daily gift deposit. Xerox/Scan and distribute backup to Development Associate and Castle Bookkeeper on a timely basis;
  - Regularly collects cash donations from donation boxes across campus and adds to the gift deposit;
  - Print acknowledgement and other letters and forms for the Director's signatures;
  - Produce and mail monthly membership renewals;
  - Process new home-owner records to the development database and send out welcome letters;
  - Will work closely with the off-site Development Associate on a variety of development functions like data entry/cleanup, producing lists and reports, processing mailings etc.
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- Other duties as assigned by the Executive Director

**To Apply:**

Interested applicants should submit a resume and cover letter via email or standard mail to:

[director@castleinthecLOUDS.org](mailto:director@castleinthecLOUDS.org)

or

Attn: Administrative Coordinator  
PO Box 687  
Moultonborough, NH 03254