JOB ANNOUNCEMENT

Administrative Coordinator

Building Changes seeks an Administrative Coordinator to assist members of the leadership team in administrative tasks, provide general office support, and help ensure smooth daily operations across the agency.

Our Mission
Building Changes believes everyone in Washington can be stably housed. We strengthen the leaders, organizations, and systems that make it possible.

Our Work
Building Changes pulls together government, philanthropy, and nonprofits in a collective effort to impact homelessness in Washington State. We act as a driver for innovative strategies that help youth and families emerge out of homelessness and maintain stable housing.

Job responsibilities:
• Assist four Directors with scheduling, reimbursements, travel, contract management, invoicing, data entry, and other administrative needs upon request.
• Track timelines and tasks for long-term projects as needed.
• Meeting, webinar, and event support: reserving rooms, managing invitations and RSVPs, drafting and producing materials, arranging for food and drinks, room setup and take down, managing audio-visual and other technology, making copies and packets, nametags, communications with attendees/invitees, taking notes and minutes, transcribing notes and charts.
• Editing, proofreading, basic layout and formatting of documents, slides, spreadsheets, and other materials.
• Other duties as assigned.

The successful candidate will have the following:
• High school diploma or GED plus at least three years relevant administrative, customer service, or support work experience; or equivalent combination of education and experience.
• Advanced ability with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), online meeting platforms (Zoom, GoToMeeting, Microsoft Teams), and other software programs.
• Strong communication skills for oral and written correspondence.
• A deep commitment to racial equity.
• Experience working in a nonprofit setting and/or with organizations focusing on underserved populations.
• Experience with Salesforce or other customer relationship management databases, including data entry and customized querying/reporting, is a plus.

Salary range for this position is $41,250 - $50,000. We offer excellent health, time off, retirement, and other benefits. To apply for this position, please email cover letter and resume by June 1, 2020 to: jobs@buildingchanges.org – Subject: Administrative Coordinator. For more information please visit our website at www.buildingchanges.org.

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.