

Administrative Assistant (Admin)

Position Description



- Reports to:** Executive Director
- Hours & Classification:** Part-time, Exempt, 20 hours/week
- Location:** Based in Quicksburg, VA, some remote work possible

The Administrative Assistant (AA) is a part-time salaried position that is responsible for providing administrative support to Coracle’s Executive Director and to provide general operations assistance within Coracle. The Administrative Assistant serves as a personal assistant to the Executive Director to manage scheduling, errands, meetings, and travel as needed. The AA is also responsible to manage all scheduling and reservations at Corhaven and provide general administrative support for events taking place at Corhaven. The AA will liaise with the bookkeeper and other staff and contractors to ensure all internal controls, HR functions, and other general operations are properly administered for the organization.

RESPONSIBILITIES

Provide Personal Assistance to Executive Director: Works closely with Executive Director to provide administrative support, including responsibility to:

- Maintain the Executive Director’s schedule of meetings, calls, and events and coordinate with all parties necessary to make such arrangements;
- Schedule and make arrangements for annual board meetings and calls;
- Manage staff meeting reminders and scheduling;
- Manage mail, order supplies and materials, make photocopies, and complete other administrative support tasks as required;
- Participate in one or more on-site meetings at Corhaven with Executive Director each week.

General Administrative Support: Works with Coracle’s staff and contractors to ensure effective financial, human resources and general administrative protocols, including responsibility to:

- Liaise regularly with Coracle’s bookkeeper to administer and/or oversee any necessary internal financial controls including the accurate and timely preparation and submission of expense reports and check requests by staff, collection and filing of receipts, etc.;
- Provide any necessary administrative support to onboard new staff members including submission of W-2 Forms, confirm identification documentation, manage paperwork and details for payroll and benefits enrollment, etc.;
- Maintain updated and accurate contact and donor information in NEON database;
- Participate in the staff life of Coracle;
- Complete other administrative tasks as requested or needed.

Hospitality and Events Support: Works with Coracle's program staff to execute effective and hospitable events at Corhaven and elsewhere, including responsibility to:

- Develop and manage reliable systems and processes to handle reservation requests for individual and group retreats at Corhaven, including any necessary follow up;
- Process registrations with participants, including any necessary follow up;
- Provide administrative support for meetings and retreats convened at Corhaven including assembling retreat materials and sending out reminders;
- Respond to general inquiries about Coracle and Corhaven by phone and email;
- Maintain a friendly and professional disposition on the phone and in person that welcomes and engages individuals in Coracle's mission;
- Conduct other support tasks related to Coracle programming and development as needed.

QUALIFICATIONS

- Exceptional administrative and interpersonal skills
- Demonstrated high attention to detail
- Proofreading and editing skills helpful
- Proven ability to work effectively within a team
- Some website and/or graphic design experience preferred
- Mature Christian believer who ascribes to *Coracle's Statement of Faith*

SALARY & BENEFITS

- Salary range will be based on a \$20-25/hour rate for 20 hours/week, commensurate with experience;
- An annual variable bonus when possible based on the organization's annual revenue and staff performance;
- Performance reviews are conducted annually or as requested.

Start Date: Nov 2, 2020

For More information about Coracle, Please visit our website: inthecoracle.org and follow us on Instagram/Facebook/Twitter.

To APPLY: Submit a letter of interest and a CV to admin@inthecoracle.org.