



A FAMILY FOR
EVERY ORPHAN

Administrative Coordinator

Organization

A Family for Every Orphan is a Seattle, WA based 501(c3) non-profit Christian organization whose mission is to create paths for orphans to find care in loving and stable families in their home countries. We believe children belong in families and our vision is to see a world without orphans. See: www.afamilyforeveryorphan.org.

Position Type: part-time: 10 hours/week

Salary: \$16 per hour

Location: remote

Deadline: 04/18/2022

Summary of Role

As the Administrative Coordinator, you will work closely with the Director of Operations to help execute A Family for Every Orphan's operational goals. You will play an important role on our small and close-knit team, helping AFFEO achieve its mission to see orphans placed into families. The successful candidate must be an excellent communicator, possess strong organizational skills, have high attention to detail, be able to work independently, and have a desire for helping orphans.

Description of Duties

General Administrative Coordination

- Assist with donor relations such as thank you cards, segmented communications, customer service, updating contact information, adding/deleting donors from rosters, etc.
- Prepare and mail weekly receipt letters for check and ACH donations
- Handle all incoming mail (virtual mailbox), phone calls, and general emails
- Organize online storage systems (Dropbox, SmugMug, etc.) as needed
- File charitable solicitation renewals and business registrations
- Create various reports with donor data, as requested by team members
- Ensure meeting information, agendas, and supporting materials are available for all meetings, including materials for speaking engagements and Board of Director meetings
- Assist with special projects
- Participate in relevant trainings, webinars, professional development (as approved by Director of Operations)

Website Administration

- Communicate with web developer contractors as needed
- Update content of website on a recurring basis

Event Planning

- Coordinate annual Board of Director meeting logistics
- Assist with special events as needed

Qualifications

- Bachelor's degree and/or 4+ years of administrative experience
- Demonstrated proficiency in organizational, managerial, and communication skills
- Excellent writing and editing skills, including adaptability in marketing strategies and the ability to emulate the "voice" of AFFEO
- Excellent customer service skills and ability to provide timely follow up as appropriate
- Strong relationship builder and communicator with experience developing organization-wide strategies for administrative excellence, and partnering with an Executive Director and board of directors
- Demonstrates integrity and strives for excellence in her/his work
- Strong written and oral communication skills, including the ability to draft correspondences and other communications quickly with minimum direction
- Keen attention to detail with the ability to track and manage multiple projects at one time
- Ability to act efficiently on last-minute projects
- Proficiency with Microsoft Office, Google Suite, and general computer literacy
- Knowledge of Wordpress and Kindful preferred, but not required
- Capacity to quickly learn new software programs
- Demonstrated ability to coordinate and facilitate the completion of large administrative projects in a timely manner, including meeting strict deadlines
- Proactive and service-oriented personality
- Excellent judgment, discretion, and diplomacy
- Self-starter with demonstrated ability to work both independently and within a team
- Passionate about AFFEO's mission and able to promote and communicate the philosophy, mission and values of AFFEO to external and internal stakeholders
- Willingness to participate in work-related decisions and activities reflecting AFFEO's Mission Statement and Statement of Faith
- Ability to virtually attend board meetings once a quarter during non-business hours (6pm PST)
- Available for domestic travel no more than once a year.
- Committed long-term (3+ years) investment in AFFEO

To apply

Please send cover letter and resume, including where you learned of this position, to resources@afamilyforeveryorphan.org by 04/18/2022.