



Administrative Coordinator

Part-Time: 10-12 hours/week

Location: Remote, anywhere in the US

Pay: \$17.60 hourly

Benefits: Flexible Schedule

Deadline: 9/08/2024 – See below for how to apply

About A Family for Every Orphan

A Family for Every Orphan is a 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 to learn more.

Position Description

- Handle all incoming inquiries: mail (virtual mailbox), phone calls, and general emails
- Prepare, print, and mail weekly receipt letters for check and ACH donations and assist with annual tax summaries
- Organize online storage systems (Dropbox, Notion, SmugMug, etc.)
- Assist with donor relations such as thank you cards, customer service, updating contact information, adding/deleting donors from rosters, etc.
- Oversee all filing of receipts, invoices, mail, etc.
- Manage the digital mailbox (EarthClassMail)
- Oversee donation platform (Bloomerang), including tasks like merging duplicate contacts, creating reports, and maintaining accurate records
- File charitable solicitation renewals and business registrations (annually)
 - Registrations – Combined Federal Campaign, Evangelical Council for Financial Accountability, Christian Alliance for Orphans, etc. (annual)
 - Confirm we stay in compliance with the various state solicitation requirements
- Ensure meeting information, agendas, and supporting materials are available for all meetings, including materials for speaking engagements and Board of Director meetings
- Assist with finance reconciliations, codings, and other special projects
- Keep employee vacation calendar up to date
- Coordinate annual Board of Director meeting logistics
- Take minutes during meetings
- Assist with special events as needed
- Participate in relevant trainings, webinars, professional development (as approved by Managing Director)

Qualifications

- Bachelor's degree and/or 4+ years of administrative experience
- Demonstrated proficiency in organizational, managerial, and communication skills
- Excellent customer service skills and ability to provide timely follow up as appropriate
- Keen attention to detail with the ability to track and manage multiple projects at one time
- 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
- Ability to act efficiently on last-minute projects
- Proficiency with Microsoft Office, Google Suite, and general computer literacy
- Knowledge of Bloomerang 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.

To apply

Please send your cover letter and resume, including where you learned of this position, to resources@afamilyforeveryorphan.org by 09/8/2024.