



Office Coordinator

Job Overview:

The office coordinator will support and structure the smooth operation of the firm's physical and temporal spaces as the firm maintains biz-dev hyper-drive. They will help the firm grow by increasing efficiency, capacity, and ease for the whole team as well as our busy clients.

Modernist offers a competitive salary of \$35,000 – 42,000, generous benefits, paid time off and volunteer time, and potential for career growth.

Reports to: Liliya Jones, Director of Operations

Responsibilities and Duties

The office coordinator's responsibilities support the firm's core values:

Invite & Include

- Manage the calendar for the office and optimize the busy calendar of the executive team.
- Balance competing scheduling objectives.
- Maintain CRM database accuracy.
- Organize and execute brand-aligned events to support Modernist's marketing and pro-bono goals.

Invest in People

- Welcome clients and allies into our space and care for their experience.
- Perform routine office management tasks.
- Manage light maintenance of Modernist's website to keep the blog and press page up to date.

Innovate & Iterate

- Bring improvement ideas for systems and processes to increase efficiency and productivity.
- Complete quarterly projects that will drive Modernist's long-term goals.

Do Good Work & Do It Well

- Balance daily and weekly tasks with quarterly and annual goals and projects.
- Bring solutions to perceived issues and questions.
- Work autonomously and be proactive about asking for help when needed.

The office coordinator will be evaluated based on their ability to proactively manage the firm's calendar to balance client, prospect, networking, and internal needs. They will be expected to complete all tasks promptly according to the firm's workflows.

Qualifications:

Believer in the Modernist Core Values: Invite & Include; Invest in People; Innovate & Iterate; Do Good Work & Do it Well.

Believer in inclusion, equity, and intersectional feminism.

Behavioral: strong commitment to ethical practices, personable, attention to detail, task lover, always thinking ahead, quick learner, enjoys technology, patient, organized, tidy, problem-solver, strong orientation towards personal growth and development, passion for working and learning independently.

Lover of a sharp, Modernist aesthetic.

Administrative experience strongly preferred.

Physical abilities: ability to sit and stand for prolonged periods of time, work on a computer most of the day, and occasionally lift and/or move moderately weighted objects.

Equity Statement:

We believe that personal relationships are our greatest wealth. We acknowledge and honor the fundamental value and dignity of all individuals. We commit ourselves to creating and maintaining an environment that respects diverse traditions, heritages, and experiences.

To Apply:

Please send your resume and cover letter to hello@modernistfinancial.com