



A Family Foundation est. 1959

Administrative Coordinator
The Educational Foundation of America

**PART-TIME
JOB POSTING**

The Administrative Coordinator plays a key role at The Educational Foundation of America (EFA). EFA is a family foundation making grants nationally in four program areas: climate, creative-placemaking, democracy, and reproductive rights. The Foundation is located in Garrison, New York within walking distance of the Metro-North train station.

Reporting to the Executive Director, the Coordinator's duties fall into two categories: (1) philanthropic administration and support, and (2) events management.

PHILANTHROPIC ADMINISTRATION AND SUPPORT

- Manage Board discretionary grantmaking process;
- Manage internal communications including the quarterly newsletter and foundation-wide calendar;
- Oversee the EFA website;
- Serve as point-person for consultants and outside vendors;
- Perform administrative functions such as scheduling appointments;
- Draft meeting summaries and minutes;
- Data entry; and
- Other administrative assistance as needed.

EVENTS MANAGEMENT

- Direct and serve as onsite main point of contact for Board Meetings held offsite three times per year;
- Manage travel planer; and
- Manage conference and professional development registration.

QUALIFICATIONS

- Associate's or Bachelor's degree preferred;
- Unwavering attention to detail;
- Exceptional and nuanced written and verbal communication skills;
- Fluent in all computer applications (Microsoft office suite);
- A motivated self-starter with the ability to multitask and manage multiple priorities; and
- Flexible with a sense of perspective and humor.

Travel requirements are at least three weekends per year.

TO APPLY - Send cover letter and resume by email to Melissa Beck, Executive Director, at mbeck@theefa.org with the subject line: Administrative Coordinator. No phone calls please.

The Educational Foundation of America provides competitive compensation, excellent benefits, and a collegial work environment. The Foundation is proud to be an equal opportunity employer.