Side by Side | Job Posting

Administrative Coordinator (PT)

Mission
Side by Side is dedicated to creating supportive communities where Virginia’s LGBTQ+ youth can define themselves, belong, and flourish.

Core Values
- Equity
- Trustworthiness
- Boldness
- Collaboration
- Responsiveness

Strategic Priorities
Side by Side’s work focuses in on the following key strategic priorities:
- Commitment to Black LGBTQ+ Youth
- Youth Centered
- Vibrant Community
- Tradition of Support
- LGBTQ+ Voice

Position Goal
The Administrative Coordinator will provide administrative support and coordination efforts to Side by Side’s overall operations and youth support teams. This position will report to the Co-Executive Director.

Primary Duties
- Provide administrative support and coordination in collaboration with Co-ED leadership team
- Manage the administrative work for agency operations such as submitting invoices, bills and other payment related documentation to bookkeeper
- Responsible for all bank deposits on a weekly basis
- Receive and process all incoming mail from PO Box and center mailbox
- Maintain donor database information to include processing gifts, maintaining gift records and entries, updating donor database, and handling related donor acknowledgements with guidance from Board Development committee
● Download and process web-related transactions
● Provide admin support, as needed, for additional fundraising campaigns and special events, including Give OUT Day, the Glitter Glam Jam, and Springtime;
● Coordinate best administrative practices with internal stakeholders (board, associate board and staff)
● Maintain continuity of work operations by documenting and communicating needed actions to leadership team; discovering irregularities; determining continuing needs.
● Recruit, retain and manage volunteers who provide center-related and event-based support (“support volunteers”)
● Coordinate scheduling of support volunteers to meet needs of the organization
● Collaborate with staff on support volunteer needs

Qualifications
● Desired
  ○ Associates degree in business related field from an accredited college or university
● Welcomed
  ○ An equivalent combination of education and experience may be considered

Preferred Knowledge, Skills & Abilities
● Experience with organizational systems and platforms such as Microsoft Office 365, SharePoint, Outlook, Google drive and Slack
● Familiarity with office equipment, such as fax machines, copy machines, and phone systems
● Highly organized and able to create an organized and easy-to-follow system for others
● Ability to handle multiple tasks and duties simultaneously
● Independently motivated, with the ability to take on tasks and duties without immediate direction
● Experience with donor database platform DonorPerfect
● Familiarity with donor development process and support structures
● Strong communication skills with internal stakeholders, supporters and donors
● Creativity and strong problem-solving skills
● Solid presentation skills
● Strong task and time management skills
● Comfort making decisions independently ensuring follow up with leadership team
● Basic math abilities and an understanding of basic financial concepts

Top Things We’re Looking For:
● Excellent organization skills
● Ability to work well in a collaborative and shared responsibility organizational culture
● Demonstrated efforts toward improving diversity, equity and inclusion
● Comfort communicating with a broad range of internal and external stakeholders
● Ability to apply a gender-racial justice lens to the work and relationships
● Excellent interpersonal and communication skills, both verbal and written
● Organizational skills to successfully manage multiple priorities in a complex and ever-changing work environment
● Strong ability to build relationships across diverse identities, roles, and priorities
● Effective skills in conflict resolution/mediation and problem-solving
● Time and project management skills, along with the ability to delegate responsibilities, assign tasks and convey instructions
● Ability to work independently and effectively both individually and in collaborative team structure
● Equally comfortable with self-directed and other-directed projects and responsibilities

**Compensation**
This is a part-time position. The salary range is $23,000 - 29,000. The compensation package includes 4 weeks' vacation.

**Work Schedule**
The Administrative Coordinator is a part-time position 20hrs/week. The hours can be flexible according to the needs of the organization. Some center-based hours may be required to fulfill tasks and responsibilities.

**Physical Demands**
The position has minor physical demands. This may include moving small boxes, rearranging furniture, organizing donated items and/or helping to set up organization events such as Prom or Springtime.

**Equal Opportunity Statement**
Side by Side is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and that enables each of us to realize our potential. We believe that our staff should reflect the community we serve; candidates representing culturally diverse populations are strongly encouraged to apply. Side by Side strives to provide a work environment that is safe and open to all employees and partners, respecting the full spectrum of races, ethnicities, national origins, ages, sexual orientations, gender identities, beliefs, religions, faiths and ideologies, cultures, socio-economic backgrounds and levels of physical ability.
To Apply
Please submit the following to jobs@sidebysideva.org with the subject line: Application - Administrative Coordinator (PT)

- Cover letter highlighting your relevant experience and interest in the position
- Resume with 3 References (can be professional and personal)
- Personal Statement that addresses the following questions in no more than 2 pages:
  - What do you see as the most pressing needs for LGBTQ+ youth in Central Virginia?
  - Define what racial equity means to you and how you strive to create equitable communities where people and communities of color can thrive.
  - Describe how you apply a gender-racial equity lens to providing administrative support for a LGBTQ+ youth serving organization.

All applications must be received by June 21, 2021.

The application process will also include:

- Review of application package
- Checking of professional references
- Criminal history check: state, child abuse and neglect registry, sexual offender registry
- Zoom interviews with Side by Side staff, youth and community partners. The interview may be recorded with applicant consent.