**Administrative Coordinator**

**About the Role**

The Administrative Coordinator duties and responsibilities include providing administrative support to the Collective leadership team through the Monday.com program management system and a variety of tasks related to organization communication and data collection. Responsible for handling confidential and time-sensitive material. Familiar with a variety of organizational management tools, practices, and procedures.

Ability to effectively communicate via Monday.com task-assignment and completion, ensuring that all administrative coordination amongst NCST programs is completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Reports to COO. This is an onsite position in Newark, NJ.

**Responsibilities**

* Organize and schedule executive and administrative team meetings and appointments
* Maintain running agenda, updating for each meeting
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes, and forms
* Develop, support and maintain a filing system via google drive
* Handle multiple projects assignments and task
* support executive management team (COO, Deputy Director, Special Project Director) by scheduling and staffing meeting, providing information, educational opportunities, and experiential growth opportunities
* Contribute to team effort by accomplishing related results as needed
* Draft letters and emails on behalf of team
* Handle sensitive information in a confidential manner
* Take accurate minutes of meetings, as needed
* Develop and update program management systems for efficiency
* Resolve administrative issues
* Manage and route phone calls
* Greet guests and route inquiries as appropriate

**Requirements**

* Knowledge of office management systems and procedures
* Excellent time-management skills and ability to multitask and prioritize work
* Attention to detail and problem-solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Proficient in MS Office Suites, Google Suites, Project Management Systems (Monday.com)
* At least 2 years of experience in the field or in a related area
* High school diploma or equivalent; college degree preferred

**Skills & Proficiencies**

* Reporting Skills
* Administrative Writing Skills
* Microsoft Office Skills
* Analysis
* Professionalism
* Problem-Solving
* Verbal Communication
* Office Administration Procedures
* Attention to Detail
* Ability to Multitask
* Team Player
* Discretion and sound judgment
* Patience

Pay: $55,000.00 per year

**To Apply**

If you would like to apply for this position, please submit a resume to [hr@cbpscollective.org](mailto:hr@cbpscollective.org)

**EOE Statement**

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, gender (including pregnancy), national origin, nationality, ancestry, age, familial status, marital/civil union status, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, disability status (mental or physical, including perceived disability, and AIDS and HIV status), protected veteran status or any other characteristic protected by law.