

## Administrative Coordinator

**LOCATION** - Raymond, NH – Remote/ in office

**JOB TYPE** - Part-time, 15 hours a week

**PAY RATE** – BASED ON EXPERIENCE (\$20 - \$22)



### About the Organization

The mission of the Raymond Coalition For Youth (RCFY) is to empower the community to promote positive youth development and reduce youth substance use and suicide risk. Established in 2002, RCFY has been promoting positively healthy choices for youth ever since. RCFY is a community coalition, meaning the success of our work is the credit of all of our partners working together. The job of RCFY is to connect and share resources, while empowering youth voices and leaders to make a difference. RCFY is a nonprofit organization funded by grants, donations, fundraisers and municipal and state support.

### About the Job

The RCFY has an exciting opportunity to join our team as the Administrative Coordinator. This position will provide support to the Director and will be a resource to team members. The ideal candidate has superb organizational skills, is self-motivated and detail oriented, with a desire to learn about RCFY, our mission, strategic plan and nonprofit.

The position is part-time, 15 hours per week, and can remote with in person time for direction and supervision of tasks and expectations. The ideal candidate will enjoy database management (CRM program Little Green Light), communication and outreach via website (Firespring), newsletter creation (Mailchimp) and social media promotion. As well as overseeing the execution of internal and external communications and marketing, and messaging for community awareness, special events, and projects.

### Responsibilities:

- Work with the Director on written correspondence. Prepare, edit and proofread correspondence, reports, newsletters, presentations and other communications.
- Provides administrative support for the organization such as answering telephones (daily check of staff voicemail and message taking), assisting visitors, and resolving a range of administrative issues and tasks.
- Provide strategic support for events and appeals. (ex: guest lists, invitations, registrations, and other tasks, for community education events, virtual presentations, annual Prevention Summit, Shout Out to Parents, and various fundraising events.
- Clearly and professionally, articulate the agency mission, vision, values, program goals and objectives to the community, partners, and funders.
- Manage donor acknowledgement and filing procedures.
- Establish and maintain filing systems (Google Docs).
- Work alongside the finance coordinator on donor management.
- Propose new ideas to improve operational systems and processes.
- Provide support with various projects and initiatives.

- Where necessary, assist in the creation of messaging to be disseminated in speeches, legacy media, and e-newsletters for community partners, donors, staff and Board
- Participate in staff meetings and regular supervision to assure work quality and quantity.
- Participate in agency wide initiatives, campaigns, events, training, etc., as directed or applicable.
- Contribute to cultivating a positive work environment.
- Work independently and within a team on special and ongoing projects.

### **Qualifications:**

- Demonstrated experience on providing high-level administrative support.
- Excellent verbal and written communication skills.
- Strong organizational skills and attention to detail.
- High-Proficiency in Microsoft Office programs, Google Suite, Communications Software and overall knowledge of computer systems.
- Ability to handle multiple priorities and deadlines.
- Must be able to maintain confidentiality
- Able to work independently and in collaborations with others
- Self-motivated, well organized, punctual, and flexible.
- Ability to problem-solve.
- Valid NH Driver's License required.

The Raymond Coalition for Youth provides equal employment opportunities to all applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Raymond Coalition For Youth complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

### **Requirements**

- Physical Activity Requirements: Lift and carry: up to 50 lbs. and ability to push, pull and twisting.
- Sensory Requirements: Talking, necessary for communicating with others. Hearing, necessary for receiving instructions and information. Sight, necessary for performing job effectively.

### **How to Apply -**

- Please send resume, cover letter of interest, how you heard about the position and reference letter to [info@rcfy.org](mailto:info@rcfy.org)
- Subject Line - Administrative Coordinator position
- Position is open until filled with the candidate that best suits the need.