

Administrative Coordinator
PT Position (15-20 hours/week)
Reports to: Director of Strategy & Operations

Business Volunteers Maryland is a nonprofit organization with a mission to build a stronger community through business engagement, civic leadership and volunteerism.

We are currently looking for a part-time Administrative Coordinator to support a variety of activities including:

Admin & Office Coordination

- Coordinate office systems, technology services, organizational calendars, and office communication.
- Maintain tracking/filing system for vendors, board, staff, organizational registrations, and technology information.
- Assist with board scheduling, meeting preparation, tracking board engagement and giving, and provide admin/communication support as needed.
- Respond to inbound customer communication through phone and email.
- Provide admin support to the management team as needed.
- Manage relationships with vendors, tenants and support onsite services.
- Assist with data entry and tracking.
- Receive, sort and distribute incoming mail and prepare outgoing mail for distribution (as needed).
- Handle errands including weekly bank deposits and post office purchases.
- Order and maintain all supplies, collateral and other materials needed by the office.
- Oversee the process that ensures the maintenance of an organized and tidy office.

Communication & Development Support

- Assist with the development and distribution any e-communications and social media.
- Support business, program and event communication and promotion.
- Monitor and maintain organizational websites and update event and program subpages.
- Coordinate donor reporting and correspondence (includes foundations, individuals, businesses), ensure that gift acknowledgements are sent and maintain contribution spreadsheets.
- Event staffing and coordination (as needed)

To apply

Send a resume and cover letter to: jobs@businessvolunteersmd.org. In order to expedite the review process please type your name (Last, First) and "Administrative Coordinator Application" in the subject line of your e-mail. No phone calls please.

*Business Volunteers Maryland is an Equal Employment Opportunity employer, and we do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, gender, sexual orientation or any other characteristic protected by State or Federal law.