

**Administrative Coordinator**  
**PT Position (20 hours/week)**  
**Reports to: President & CEO**

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:

- Provide business operation and office support including:
  - Coordinate office systems, technology services, organizational calendars, and office communication
  - Maintain filing system for vendors, board, staff, organizational registrations, and technology information.
  - Manage relationships with vendors, tenants and support onsite services
  - ⊖ Manage deadlines and submissions for organizational documents (i.e. taxes, charitable renewals, insurance etc.).
  - Respond to inbound customer communication through phone and email.
  - Assist with data entry and tracking.
  - Manage accounts receivable including creating invoices and tracking collections
  - Receive, sort and distribute incoming mail and prepare outgoing mail for distribution.
  - 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.
- Support HR through coordinating with our benefits consultant, communicating benefits changes to staff, tracking leave time, managing the hiring process, maintain employee records.
- Provide administrative support to the President & CEO including assisting with all Board of Director activities such as scheduling, meeting preparation, tracking board engagement.
- Coordinate donor reporting and correspondence (includes foundations, individuals, businesses), ensure that gift acknowledgements are sent and maintain contribution spreadsheets.
- Manage the logistics of an office move in late 2018

**Compensation**

Compensation range from \$15-18 per hour, commensurate with experience.

**To apply**

Send a resume and cover letter to: [jobs@businessvolunteersmd.org](mailto:jobs@businessvolunteersmd.org). 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.