

Office Coordinator
Part-time Position (20 hours/week)
Reports to: President & CEO

Business Volunteers is seeking a part-time Office Coordinator to oversee administrative and operational activities in our office in Federal Hill. This hybrid position is a part-time role, four to five days per week.

The ideal candidate is detail-oriented and proactive, anticipating business partner, Board of Directors, and staff needs. We need a strong and professional communicator to work closely with a wide range of stakeholders. The candidate embraces a role that requires balancing many tasks, being highly organized, planning events, and crafting well-written correspondence. Our office environment is fast-paced and high-energy; we work collaboratively and support each other in our daily work projects. Office management experience is a must; human resources experience is a plus.

About Business Volunteers Maryland

Business Volunteers Maryland is a nonprofit organization. We believe in the power of volunteering to transform our community. Business Volunteers Maryland plays a unique and important role in strengthening the region through strategic connections between businesses and nonprofit organizations. Now in our 20th year, our team has built a reputation as the one-stop resource that brings talented business professionals to nonprofit organizations seeking volunteers, civic engagement, and board leadership.

The Office Coordinator is responsible for a variety of activities including:

- Provide business operation and office support including:
 - Coordinate office systems, technology services, organizational calendars, and office communication.
 - Serve as primary point of contact with vendors to ensure all staff have access to tools and required functionality.
 - Maintain filing system for vendors, board, staff, organizational registrations, and technology information.
 - Manage relationships with vendors, tenants, and onsite support services.
 - Respond in a professional manner to all inbound customer communication via telephone and email.
 - Assist with data entry and tracking in Salesforce.
 - Manage accounts receivable including creating invoices and tracking collections using QuickBooks online.
 - 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.
 - Work with tenant and oversee the process that ensures the maintenance of an organized and tidy office.

- Support HR by coordinating with the benefits consultant, open enrollment, communicating benefits changes to staff, managing the hiring process, maintaining employee records, and supporting on-boarding activities for new employees.
- Provide administrative support to the President & CEO including assisting with all Board of Director activities such as scheduling, meeting preparation, coordinating meals and other necessary supplies, taking minutes at meetings, and tracking board engagement.
- Coordinate donor reporting and correspondence (includes foundations, individuals, businesses), ensure that gift acknowledgements are sent and maintain contribution spreadsheets. Document communication in SalesForce.
- Qualify all incoming leads to determine scope of opportunity; document requested data and provide appropriate staff members for follow up in a timely fashion.
- Other duties as assigned, including:
 - Program support
 - Event planning/support
 - Social Media Marketing

Compensation

Compensation range from \$ 20.00 – 25.00 per hour, commensurate with experience.

To apply

Send a resume and cover letter to: jobs@businessvolunteersmd.org. To expedite the review process please type your name (Last, First) and "Office 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.