

EVERYARKANSAN

JOB OPENING Office Coordinator & Administrator

Who We Are:

Every Arkansan Inc. is a non-profit organization whose mission is to see every Arkansan chasing their God given dream. We do this by providing resources, empowering people, and building relationships. Our office team exists to empower and support all departments and team members of Every Arkansan Inc.

Job Description:

We are currently seeking a full-time (40hrs a week) staff member to manage the office and fulfill administrative duties. This is an exciting opportunity to work within an organization with multiple departments who work to see Every Arkansan, Chasing Their God-Given Dreams. The responsibilities of this position are but not limited to:

- Communicate with team members, executives, donors, and people in need
- Monitoring, maintaining, and organizing office supplies inventory
- Administrative duties in relation with HR, Donor Care, Social Media
- Providing support to all teams when it comes to events and fundraising
- Handling financial transactions and software
- Supporting and executing tasks from the leadership team

Qualifications:

Person: Has an attitude and character in line with the vision, mission, and core values of Every Arkansan Inc:

- **Vision:** To see Every Arkansan chasing their God given dream.
- **Mission:** Providing resources, empowering people, and building relationships
- **Core Values:**
 - Jesus Focused
 - Be Humble
 - Be Relational
 - Be Consistent
 - Be Passionate

Skills Desired:

- Ability to Communicate Well
- Ability to Work with Technology (Various web based apps, softwares and devices)
- Organization Focused and Detail Oriented
- Works Well Receiving Multiple Tasks from Different Team Members
- Enjoys Serving Others and Taking on a Variety of Tasks Daily

Expectations:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, volunteers, external partners, and donors
- Expert level written and verbal communication skills
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Willingness to take on new tasks over time
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Proven ability to learn new computer technology and systems.
- Passion for our mission to see Every Arkansan, free to chase their God-given Dreams
- Highly organized, and highly detail-oriented with strong project management and organization skills; able to perform and prioritize multiple tasks seamlessly
- Demonstrates proactive approaches to problem-solving

Role(s) Breakdown:

- EA Receptionist | Answering phones, directing messages, creating a hospitable environment, greeting clients and visitors as needed, helping organize and maintain office common areas, maintaining office equipment
- HR Assistant | Celebrating all EA Staff Birthdays and work Anniversaries, assisting with all onboarding training, keeping all EA staff records complaint and managing filing system, off-boarding any EA staff
- Donor Care | Supporting and connecting with all General Donors, taking care of TY's, phone calls, and questions from our General Donors, Donor Data support, assisting in Mid-Level Program, asst. in luncheons' support.
- Events | Assisting with development, engagement and organization of events, meetings, and guests.
- Fundraising Support | supporting and gathering stories for donors and support of direct mail and email campaigns

Apply Here: [Attach resume here](#)