

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, Social Media, and Finances
- Taking on our Donor CRM and Volunteer Management
- Supporting and executing tasks from our COO and 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:

- Executive Support | Reports directly to the COO & COS. Taking care of receipts, scheduling, and support tasks for our COO and collaborating with the rest of the lead team in executing organizational vision for our staff
- 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 CRM | Supporting and connecting with all General Donors, phone calls, and questions from our General Donors, Donor Data Management, collaborating on communication with donors
- Events | Assisting with development, engagement and organization of events, meetings, and guests.
- Volunteer Management | supporting all teams and providing clear communication with volunteers coming to serve at one of our programs
- Other Duties as Assigned

Apply Here: [Attach resume here](#)