



## Administrative Coordinator Position Description

The Girls on the Run of NOVA, Administrative Coordinator provides administrative support to the entire non-profit organization, particularly in terms of executive, development, and finance management assistance. Under the direct guidance of the Director of Finance & Administration, the Administrative Coordinator supports the growth and overall management of Girls on the Run of NOVA.

The responsibilities of the AC require a high degree of organizational capacity, flexibility, and demonstrated experience in successfully coordinating office administrative operations. The position is part-time at 24 hours/week, Monday through Thursday with occasional evenings and weekends throughout the year.

Responsibilities include financial management support, development operations support, front office operations and executive assistance. This role will serve as the welcoming voice and face of the office team, but will also assist in the ongoing support of the overall upkeep of the organization. Duties will include but are not limited to:

- Coordinating and performing a wide variety of administrative activities to support department functions
- Interface with organizational constituency (families, volunteers, funders, community leaders, etc)
- Overall office scheduling and coordination
- Logging of accounts payable and receivable
- Processing and reconciling invoices and expense reports
- Reconciling data between fundraising and finance recording
- Streamlining intake and processing of donations
- Tracking fundraising campaigns
- Supporting office operations by maintaining supplies and working closely with vendors
- Coordinating the development operations duties including donor data management, collateral stock management, sponsor fulfillment tracking
- Supporting in-office volunteers
- Providing assistance in Board management
- Preparing presentations and reports based on provided data
- Formatting, proofing and finalizing documents, presentations and spreadsheets
- Preparing materials for training, fundraising, and report presentations

Girls on the Run of Northern Virginia  
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- Performing administrative duties as requested including; coordinate mailings, order products and services, maintain files, run business errands
- Taking on special projects as needed, demonstrating flexibility, timeliness, and a commitment to customer service
- Continually working to improve on existing systems and processes

### **Qualifications**

- Minimum of 2 years relevant experience
- BA or BS in a related field preferred
- Spanish speaking preferred
- Strong interpersonal, written and oral communications skills to ensure effective interactions with diverse individuals, with all levels of the organization, and with the public;
- Ability to communicate clearly and professionally in person, online, and over the phone
- Strong attention to detail while having the ability to manage multiple projects and set priorities
- Commitment to customer service
- Demonstrated problem-solving skills
- Must be well organized, self-directed and a team player
- Experience working with Google Applications, Microsoft Office Suite, and a background or willingness to learn Mac systems
- Strong experience with Excel and PowerPoint a must
- Comfortable in a small, flexible, hard working, office setting
- Passion for the mission of Girls on the Run

### **Compensation**

Competitive salary commensurate with experience; 401K plan after six months; and paid vacation and sick days; professional development opportunities

### **To Apply**

Please email resume and cover letter to [kcomerford@gotrnova.org](mailto:kcomerford@gotrnova.org), with the subject line reading: AC Position. No phone calls please.