

Solidarity Bridge, Inc. Job Description

Administrative Coordinator

- Solidarity Bridge is an Evanston non-profit working to heal and empower the Bolivian poor through a vast array of fair trade and medical programs. Working closely with our office in Cochabamba, we aim to bring US and Bolivian professionals together to bridge resources in a spirit of mutuality and solidarity. To learn more about us visit www.solidaritybridge.org. Anyone interested in this job opportunity should contact Ann Rhomberg at (847)328-7748 or solidaritybridge.ann@gmail.com

A. OBJECTIVE

- The Administrative Coordinator plays an essential role in supporting all staff on a multitude of clerical functions within the organization. Database management, bookkeeping, and grant writing activities are particularly significant.

B. Core Duties and Responsibilities

- Part time position (25 hours per week) with possible expansion as organization grows
- Work in office Mon through Fri (9 – 3:00 or 10 – 4:00) Time frames could vary according to work activities throughout the year
- Perform general clerical duties to include, but not limited to, bookkeeping, copying, faxing, mailing, filing and record retrieval
- Create and modify documents such as reports, letters and financial statements
- Organize and track all missioner documents. Assists with flight bookings and other logistics arrangements
- Coordinate outgoing bulk mailings
- Assist with special events
- Set up and coordinate meetings and conferences
- Research, price and purchase office equipment and supplies
- Arrange for the repair and maintenance of office equipment
- Coordinate volunteer schedule and supervise special projects
- Research new grant opportunities and draft proposals as appropriate
- Other duties as assigned

C. SKILLS REQUIRED

- Excellent verbal and written communication skills
- Critical thinking and problem solving skills
- Proactive and takes initiative
- Proficiency in Microsoft Excel, Word, Access*
- Proficiency in Googledocs*, Quickbooks* and file share program

*Preferred skill but willing to train

D. PERSONAL CHARACTERISTICS

- Affinity and attention to detail
- Works effectively in team efforts; receptive to constructive feedback
- Bi-lingual communication skills preferred
- Maintains confidentiality of organizational matters
- Willingness to participate in interfaith prayer and spiritual reflection

E. EDUCATION AND EXPERIENCE

- 1-3 years previous work experience preferred
- Baccalaureate or Associate Degree in Business Administration, Social Science or related area preferred
- Experience with grant research and writing preferred

Date approved: February 8, 2010

Executive Director Signature