



Foster Arizona Administrative Support Coordinator

The Foster Arizona Administrative Support Coordinator will report directly to the Chief Executive Officer of Foster Arizona. The role requires the ability to anticipate needs, think critically, and design solutions in a fast-paced environment.

This part-time position requires officing onsite with flexibility of schedule. This position includes occasional night and weekend availability specific to organizational needs.

In administration, the Administrative Support Coordinator will:

1. Support CEO in organizational or project needs
2. Support Board of Directors through keeping of records, policies, procedures
3. Research topics on behalf of CEO to further business initiatives and goals
4. Help prepare presentations for meetings, including PowerPoint decks
5. Assist in organizational creation, documentation, and implementation of policies, processes, and procedures
6. Oversee office volunteers related to administrative volunteer opportunities
7. Other tasks as needed

In communications, the Administrative Support Coordinator will:

1. Conduct communications and coordinate schedules with various external entities or persons on behalf of CEO and carry forward various initiatives on behalf of the CEO
2. Assist CEO in donor and volunteer relation efforts including but not limited to reporting, grants, appreciation, scheduling of meetings
3. Distribution of organizational communications to volunteer leads and staff
4. Organizing team meetings and 1:1 meetings
5. Communicate needs, challenges, and successes to CEO

In budget and finances, the Administrative Support Coordinator will:

1. Communicate any financial resources needed to effectively accomplish goals to CEO.
2. Set up and maintain financial organization systems
3. Keep accurate records of any purchases made and submit receipts in a timely manner to CEO
4. Oversee logistics of yearly fundraising event
5. Assist in yearly budget planning for Foster Arizona

Foster Arizona Administrative Coordinator Skills and Qualifications

1. Ability to collaborate and work well with others
2. Flexible and willing to pivot quickly as needed
3. Excellent in organizational and time management.
4. Effective communication skills
5. High critical thinking and problem-solving ability.
6. Able to multitask and handle stressful situations
7. Respectful of team members, volunteers, program participants, and community partners
8. Computer literacy; efficient in Excel, Word, PowerPoint, Google programs, and databases.
9. At least 2 years of administrative experience

Foster Arizona Core Values

- We value people first - for who they are today and who they can become tomorrow.
- With integrity and intention, we pursue excellence in all things.
- Together, we create adaptable and innovative solutions.
- Compassion drives our engagement in community connections.
- We lead by example to cultivate healthy and dependable relationships.