



Everybody Builds

Administrative Coordinator | Job Description

Everybody Builds (EB) is a nonprofit organization launched in early 2023 designed to diversify the construction industry in Philadelphia. Working in partnership with the region's largest developers, property owners, contractors, trade associations and unions, Everybody Builds is committed to aligning market opportunities and preparing diverse contractors and workers to play a substantial role in Philadelphia's growth.

The **Administrative Coordinator (AC)** is a Part-Time position (up to 30 hours per week) that will report directly to the Executive Director (ED). This position will support and further the mission of EB by directly supporting the ED and Program staff through coordination and execution of administrative and operations functions for the organization. The AC will be responsible for providing executive support, organizational and administrative programmatic support, and coordinating interactions and activities with organizational vendors and consultants. Excellent documentation, organizational, and prioritization skills, along with attention to detail and consistent follow-through are a must. The ideal teammate will share a passion for diversity, equity, and inclusion and a desire to work with a team doing impactful work.

This position will provide the right candidate with the opportunity to work directly with Executive leadership and gain hands-on experience in an exciting, startup environment while being part of organizational growth and impact from the ground level. The startup environment requires a significant level of flexibility and cross team collaboration more so than in long-established organizations. You will touch a breadth of areas of nonprofit coordination and have the opportunity for future growth.

Responsibilities

Executive Support

- Work with the ED to streamline interactions with the Board of Directors and key stakeholders by performing an array of tasks from scheduling meetings, managing calendars, generating correspondence, and taking meeting minutes at board, stakeholder, and committee meetings.
- Closely and effectively manage ED's calendar, inbox, and administrative and operational priorities, informing ED of issues needing attention in a timely manner.
- Support preparation of deliverables, including formatting or drafting letters, correspondence, presentations, and other tasks that facilitate ED's ability to effectively lead the organization.
- Provide administrative support to ED on ad-hoc projects as needed.

Data Coordination & Management

- Organize and maintain organizational files and data on Microsoft 365 SharePoint server ensuring order, accuracy, and ease in accessing information when needed.
- Maintain confidential employee and financial files organized and up to date per direction of ED.
- In coordination with Program Staff, assist with the coordination of data collection and tracking and entering stakeholder, project, or participant data related to program activities.
- Assist ED and Program Staff in organizing data including demographics of participants, staff productivity, outcomes and other relevant trends for operational use and reports.
- In collaboration with Program Staff, support in maintaining and updating database of external contacts.
- Support in data research as needed.

Development/Fundraising Support

- In collaboration with Leadership and Program Staff, provide direct support to the organization's development and fundraising goals by formatting and editing grant applications, reports, and coordinating communications with potential and existing funders.
- Support the ED with formatting and updating of annual fundraising and outreach plan.
- In coordination with Program staff and external consultants, support the administrative aspects of planning and coordination of Everybody Builds' annual development strategy, fundraising events, donor cultivation program, and fundraising appeals.

Human Resources & Personnel Support

- In coordination with Program Staff, support the ED with the formatting, editing, and coordination of job descriptions, posting of new positions for hire, and screening and scheduling of candidates.
- Coordinate the hiring and onboarding processes (scheduling, document preparation, etc.) with EB's fiscal sponsor or HR consultant.
- Coordinate the completion, processing, and accuracy of contracts and consultant agreements with external vendors/consultants.
- Contribute to a positive climate that attracts and retains a talented and diverse team and a cooperative atmosphere.

Financial Management Support

- Work with program staff / accountant / financial team to prepare, process, and track expense reimbursements, invoices, and receivables for ED and external vendors, consultants, partners, and stakeholders in a timely manner.
- Work with the ED to ensure accuracy, formatting, and preparation of regular organization-wide financial reporting.
- On a monthly basis, work with Program Staff, ED, and accountant to update and format annual budgets and expenses based on reports provided by fiscal with extreme attention to detail and accuracy.
- Support the ED with coordination of resources and documentation for annual audit, 990, and editing of fiscal policies.

Communications, Marketing & IT Support

- Work with Program Staff to assist in the gathering, editing and preparation of content to be used by marketing consultant for external communications and social media (e.g., newsletters, participant stories).
- Oversee and coordinate the printing and ordering of Everybody Builds' marketing materials, as needed.
- Assist with the coordination of the Everybody Builds website updates with IT/Design Consultant.
- Coordinate setup and troubleshooting of operational IT systems with IT Consultant (e.g., new email setups, server upgrades, etc.)
- Monitor, organize and refer as appropriate incoming emails to the general info email inbox for the organization.

Stakeholder & Community Relations

- In coordination with Program Staff and Marketing Consultant, assist with administrative aspects of logistics and event planning for organizational and programmatic events (i.e., job fairs, contractor awareness events, open houses, recruitment sessions, advisory board gatherings, etc.).
- Communicate professionally verbally and in writing with stakeholders as requested by ED to coordinate meetings or other activities. .
- Establish good working relationships and collaborative arrangements with external vendors, consultants, and organizations to help streamline processes and procedures.

Miscellaneous Projects

- Assist in the ordering of general office supplies and materials needed by the organization.
- Assist in the planning, administration, implementation, and execution of special projects as needed for ED or Program Staff.

Qualifications, Knowledge, Skills, and Abilities

The ideal candidate will be an experienced professional with at least 3 years of relevant work experience in a non-profit or business setting and a solid track record of successfully coordinating complex administrative tasks for leadership, managing data, and establishing excellent working relationships with colleagues and external stakeholders and partners.

Education and Experience:

- A bachelor's degree and at least 3 years of relevant experience, or an associate degree and at least 4 years of relevant experience.
- Experience in non-profit, construction, commercial real estate and development, data and research, business, or similar field a plus.
- Demonstrated commitment to equity and inclusion are highly desired.

Knowledge, Skills and Abilities:

- Excellent documentation, organizational, and prioritization skills, along with attention to detail are a must.
- Skilled at planning and organizing a variety of tasks from inception to completion.
- Excellent oral and written communication skills.
- Self-motivated and self-directed, fast learner with a diligent ability to follow through and track progress towards goals.
- Effective communicator and relationship builder who works effectively with leadership, team members, and stakeholders at all levels to establish warm relationships with those from varying backgrounds.
- Confident problem solver and thinker who proactively identifies issues and communicates organizational and personal needs.
- Experience and tact in ensuring follow through by colleagues, partners, and consultants to remain on schedule and on task.
- Comfortable with outreach to support in managing or establishing external relationships with vendors/consultants/stakeholders.
- Flexibility and willingness to work on a variety of projects and tasks as needed across the organization.

Salary and Work Location

- Hourly salary starting at \$25 per hour as non-exempt employee, dependent on education, relevant experience, and abilities.
- Hybrid or Remote position with preference to Philadelphia area. Occasional in-person meetings in Philadelphia required as needed.

To Apply, please email an up-to-date resumé, cover letter, and references to info@everybodybuilds.org and apply via ADP at this [link](#).