



## POSITION: ADMINISTRATIVE COORDINATOR

### Job Description: (Part-time) Administrative Coordinator

The Administrative Coordinator is responsible for all aspects of the on-boarding and retention of KPETS volunteers. The main responsibility of the AC is to process all phases of new volunteer registrations and renewals. Maintaining accurate and organized records throughout the process is imperative.

The ideal candidate will be organized, detail-oriented, self-motivated, and able to work independently and as part of team. They will be flexible and open to procedure changes and willing to provide input to result in increased efficiency. This position will start out working exclusively in person at the office. However, once trained, the Administrative Coordinator may be able to work partly from home when possible.

The position will be 15-20 dayshift hours a week. They may vary depending on workload and special projects.

Pay rate will be a minimum of \$15, dependent on experience

#### Responsibilities:

- Manage all aspects of volunteer registration process
- Maintain records and enter data
- Communicate and follow-up, as needed, to schedule and attain all required information and documents for volunteer registration
- Build KPETS Social Media presence
- Assist with facilitating correspondence with donors and volunteers
- Other administrative tasks as needed

#### Qualifications:

- Excellent communication skills
- Proficiency with Microsoft products
- Proficiency with social media
- Embrace KPETS Vision and Mission
- Experience in an administrative support position preferred