



## Affiliate Coordinator

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<b>Reports To:</b>	Executive Director
<b>Location:</b>	KCT- Green Hills office, Nashville
<b>Employment Status:</b>	Part time, 20-30/hours per week, \$12 -\$14/hour Nonexempt
<b>Benefits:</b>	NA

### Job Summary:

The Affiliate Coordinator is responsible for day to day office operations, merchandise, database management and committee correspondence. The Affiliate Coordinator is responsible for coordinating the calendars of key staff of the Affiliate. In addition, the Affiliate Coordinator performs a variety of project-oriented duties, including coordinating and supervising Affiliate volunteers. The Affiliate Coordinator is responsible for the communication systems between the office locations and staff.

### Essential functions:

- Responsible for oversight of daily office activities to facilitate optimum operations.
- Responds to daily inquiries via mail, e-mail and phone.
- Coordinates general administrative duties such as routine correspondence, filing, and maintenance of office supplies.
- Helps to recruit, train and manage volunteers in the Greater Nashville region.
- Provides administrative support to the Executive Director and others, as assigned by the Executive Director.
- Manages and maintains donor and volunteer database.
- Assists with special events as directed by the Executive Director.
- Assists development plan as needed.
- Maintains merchandise including inventory and sales.
- Maintains correspondents directed by the Executive Director for key committees.
- Support Executive Director with other Affiliate projects and events as requested.

### Position Qualifications:

- 3+ years' experience as Administrative Assistant or similar functional role.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, etc.) and calendar or meeting management, such as Outlook for a team. Previous experience with Salesforce a plus

### Candidate will also possess:

- Positive and professional communication skills, including written and verbal
- Ability to multi-task, is well-organized and detail-oriented with a record of excellent organizational skills demonstrating thoroughness, timeliness, and working under pressure
- Interpersonal skills and experience to work well with a diverse population of customers
- A high degree of integrity that garners the trust and respect of others
- A record of planning and supporting growth with a high level of comfort with change
- Established record of professionalism in an office setting, ability to meet deadlines as well as quickly establishing priorities and implementing those priorities



- Understanding that reliable and predictable attendance is required

### **Physical Demands**

1. Repetitive movement of hands and fingers – typing and/or writing.
2. Frequent communications, verbal and written - ability to talk, hear.
3. Ability to continuously stand, walk, stoop, kneel or crouch, reach with hands and arms.
4. Ability to lift up to 50 pounds occasionally.

### **Work environment:**

Nothing in this job description restricts the Executive Director's right to assign or reassign duties and responsibilities to this job at any time.

**Some night and weekend work is required for this position. Minimum travel.**