



## **JOB DESCRIPTION – ADMINISTRATIVE COORDINATOR**

*This 20-hr per week position assists the General Manager, serves as a clerk to the Board of Directors, and provides limited accounting support for the fiscal contractor. This document should be read in conjunction with the position job announcement at [www.kzyx.org/employment-opportunities](http://www.kzyx.org/employment-opportunities).*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist the General Manager with all administrative aspects of running a non-profit community radio station
- Coordinate the General Manager's calendar including creating and scheduling of zoom meetings
- In coordination with the Board President and/or Board Officers, support the board and board officers with meeting schedules and monthly board meeting packet creation and distribution
- Regularly update the station website with meeting information including timely posting of agendas and minutes, and annual financial documents (does not require knowledge of coding)
- Serve as an accounting clerk in support of the station's fiscal contractor. Duties include coordinating processing of payments to vendors and posting of receivables with the fiscal contractor, some limited banking, and reporting payroll to an outside service provider
- Assist GM with various aspects of HR including onboarding of new staff and maintaining confidential personnel folders
- Coordinate archiving of all board and station administrative documentation

### **NECESSARY SKILLS AND EXPERIENCE**

- Minimum two years of administrative experience in support of non-profit leadership
- Familiarity with QuickBooks and basic accounting principles around AP/AR
- Under direction, ability to interface with members of the public in a professional manner and respond to inquiries
- Ability to multi-task under pressure
- Strong organizational skills including prioritizing tasks and maintaining digital and paper filing systems
- Strong written and verbal communication skills
- Efficient in Microsoft Office Suite, Zoom, MailChimp, and Google platforms (Gmail, Google Drive)

### **DESIRED SKILLS**

- Familiarity with board meeting protocols and Roberts Rules of Order
- Bilingual in Spanish and English

**Reporting Relationship:** General Manager

**Position Type:** Non-Exempt

**Status:** 20 hours per week