



Alliance for Peacebuilding

Job Title

Administrative Coordinator

Basic Function

The Administrative Coordinator (AC) supports AfP operations, and reports to the Senior Manager for Outreach & Organizational Development. All staff at AfP are expected to work beyond their silos, including participating actively in the Annual Conference, taking part in AfP strategic planning meetings and board meetings (as appropriate); providing input into agendas for these meetings (as appropriate); participating in regular staff meetings; participating in informal AfP planning sessions on fundraising, communications, intern training, and other organization-wide meetings.

Distribution of Responsibilities:

Operations (50%)

- Support the AfP CEO, Senior Director, Deputy Director of Learning & Evaluation, and the Senior Manager for Outreach & Organizational Development (SMOOD) as needed with administrative tasks, including
- Oversee logistics for all meetings held at or hosted by AfP, including ad hoc PEC and EIAP related meetings, Working Group and Affinity Group meetings, weekly staff meetings, Board and Executive Committee meetings, bi-annual staff retreats, making arrangements for scheduling, reserving meeting space, setting up conference calls or other AV, travel arrangements, gathering supplies, assembling materials (i.e. weekly staff meeting agenda), and catering
- General office maintenance, including ordering and maintaining office supplies
- Intercept all external calls to the organization, and provide support to the front desk reception to direct calls/guests as needed
- Oversee the daily distribution of mail
- Oversee petty cash distribution in coordination with the SMOOD
- Holder of the office keys and distributing key fobs as needed
- Assist the SMOOD in managing the IT needs of the organization, including support from Community IT, the phone systems and email services
- Finances
 - Manage employee timesheets
 - Process and deposit checks at SunTrust as needed
 - Manage vendor receipts and petty cash with approval from the SMOOD
 - Liaise with Accountant on financial issues
 - Coordinate per diem and other reimbursement forms
 - Process outgoing wire transfers, in coordination with the SMOOD
 - Track donations/membership dues and run ad hoc reports in Neon, including monthly reconciliation report
 - Manage gift entry, data entry, and data clean-up in Neon as needed
- Assist with logistics for Annual Conference as dictated by the SMOOD both in the lead up to, during, and after the Conference



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- Foundation Grants
 - Support program staff through the proposal process as needed, including editing/coordinating the proposal, budgets, and supplemental documents
 - Conduct foundation research as needed

Human Resources (30%)

- Coordinate recruitment for new positions and interns
- Serve as the Intern Coordinator
 - Manage AfP intern hours and scheduling
 - Manage space requirements and the Shared Computer Schedule
 - Conduct training of new interns, including a general orientation and office tour, front desk reception, Neon tasks, note-taking procedures, event support, etc.
 - Organize Brown Bag Series
- Organize applications for the senior staff as needed
- Set up interview schedules for staff hires
- Process new interns/employees and maintain and file paperwork for personnel files
- Maintain humanresources@allianceforpeacebuilding.org

Board Engagement (10%)

- Support communication with the Board, including drafting emails from the President & CEO, and sending out meeting reminders
- Draft Board and Executive Committee agendas with assistance from President & CEO
- Ensure AfP staff complete all materials for Board and Executive Committee meetings
- Liaise with Nominating Committee and assist with meeting logistics, note-taking, and researching potential new Board Members

Communications (10%)

- *Monthly Update* newsletter – collecting program blurbs, posting content and developing email template
- Manage the afp-info@allianceforpeacebuilding.org email address
- Support the Communications team in drafting emails in Neon and updating the website in WordPress as needed