

POSITION DESCRIPTION

Position title: **Administrative Coordinator**
Category: **Full-time; temporary**
Reports to: **Manager - Administration**
Location: **Kansas City, MO**

Introduction

663 million people – about one in ten – lack access to safe water. 2.4 billion people don't have access to a toilet. We are working every day to change this. We are Water.org. We're here to bring water and sanitation to the world. We want to make it safe, accessible and cost-effective because we believe that water is the way to empowering a better life that we can all share in, worldwide. We are an international nonprofit organization based in Kansas City, Missouri that has positively transformed millions of lives around the world through access to safe water and sanitation. Founded by Gary White and Matt Damon, we have been pioneering innovative, sustainable solutions to the global water crisis for more than 25 years, giving women hope, children health and communities a future. Visit us to find out more at <http://water.org/>.

Position Summary

The Administrative Coordinator provides support for office operations, ensures that duties are not unnecessarily duplicated, takes direction from senior management and translates these directions into working practice. The position requires analytical ability as well as the ability to multitask, communicate effectively with individuals at all levels of the organization and handle basic accounting assignments. **This position will be temporary with the intent to convert to a full-time position within a few months.**

Key Responsibilities

Kansas City Office Reception

- Greet guests + maintain compliance with office visitor procedure
- Process and distribute mail and daily donations received
- Prepare Administrative expense reports
- Obtain appropriate signatures for checks, mail and file documentation
- Provide management support for travel and other support assignments as needed

Organizational Office Management

- Act as main organizational liaison with third party vendors
- Serve as point of contact for organizational facilities and office equipment as needed from functional support purposes
- Coordinate cross-functional training of organization-wide office protocol, procedures, telephone systems and office equipment
- Maintain office equipment and supply inventories postage meter, copy machines and printers
- Maintain all organizational conference lines, including international toll free numbers
- Coordinate and support organizational leases, office space and facilities management
- Coordinate office cleaning and maintenance
- Coordinate administrative support services among Kansas City headquarters, San Francisco and international offices and remote staff

- Update shared resources including documents on an ongoing basis
- Other support of Finance and Administration functions as needed

Organizational Risk Management & Compliance Support

- Support the coordination of renewal and obtainment of organizational insurance, risk assessments and organizational corporate filings
- Coordinate and administer organizational records retention policy
- Maintain, track and coordinate organizational contract files
- Support the business travel visa application process for current employees
- Manage organizational memberships, subscriptions and payments

Scope Data

This is an individual contributor position. There is no supervisory responsibility.

Skills and Competencies

- **Customer Focus** – Building strong customer relationships and delivering customer-centric solutions.
- **Nimble Learning** – Actively learning through experimentation when talking new problems, using both successes and failures as learning fodder.
- **Drives Results** – Consistently achieving results, even under tough circumstances.
- **Collaborates** – Building partnerships and working collaboratively with others to meet shared objectives.
- **Self-development** – Actively seeking new ways to grow and be challenged using other formal and informal development channels.
- **Optimize Work Processes** – Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- **Manages Ambiguity** - Manages ambiguity by operating effectively, even when things are not certain or the way forward is not clear.
- **Instills Trust** – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- **Financial Stewardship** - Demonstrates fiscally responsible decision making as applicable to one's role.

Qualifications

- High school degree or equivalent, BA/BS preferred
- Minimum of three years business office work experience, with prior administrative support experience strongly preferred
- Advanced knowledge in Microsoft Word and Adobe Professional
- Intermediate knowledge of Microsoft Excel and PowerPoint
- Familiarity with financial management and expense reimbursement principles
- Must demonstrate excellent interpersonal and communications skills

Travel Requirement – None

Application Information

Please apply at <http://water.org/about/careers/>

Water.org is an equal opportunity employer and is committed to providing an inclusive environment. We do not discriminate on the basis of race, color, religion, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, pregnancy status, military and veteran status, genetic information, and any other status protected by law. We provide qualified applicants and employees reasonable accommodation, when necessary, to enable individuals to complete the application process and/or perform the essential functions of the job.