



## **PROMO JOB ANNOUNCEMENT**

### **Office Coordinator**

PROMO seeks an Administrator who will provide office and technology systems support to our organization and team. The successful candidate will have demonstrated success in providing administrative support in a team environment, with an emphasis on effective communication, data management, project prioritization, office management, and other administrative functions. The Administrator will support our Executive Director, Development team and Field team (once positions are filled).

### **ABOUT [PROMO](#)**

PROMO is made up of two entities, PROMO, a 501(c)(4) organization, and PROMO Fund, a 501(c)(3) organization. PROMO is Missouri's statewide organization advocating for LGBTQ equality through legislative action, electoral politics, grassroots organizing, and community education. PROMO Fund promotes equality and protects the human and civil rights of LGBTQ people in Missouri.

### **POSITION DESCRIPTION**

Job Title: Administrator

Job Term: Part-time, \$21.00/hour for 20 hours a week

Job Supervisor: Executive Director or Co-Directors

Job Location: Saint Louis, MO

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Database and Administration Operations:**

1. Maintain and apply database systems and technology to keep information up to date and accurate.
2. Maintain expense records and invoicing related to organization and events.
3. Provide administrative support to the team in areas of online meeting setup and execution and other areas as needed.
4. Communicate verbally and in writing (email, text) with staff, board, volunteers, donors, and other stakeholders.
5. Provide administrative support with attention to design, detail, accuracy, and deadline expectations.
6. Provide support through optimal use of EveryAction (internal CRM).
7. In partnership with teammates, identify opportunities for process improvement to increase quality, efficiency, and logistics for events, programs, and processes.
8. Assist in ensuring that documentation is updated for development processes.
9. Work with Executive Director and Development Director to ensure accurate donor information is captured and maintained.
10. Work with Volunteer Coordinator to process and report all donations and payments, matching gifts, gift cancellations, and other donor-related transactions. Manage donation acknowledgements, reminders, and redemption processes
11. Other tasks as required to keep administrative functions running smoothly.

## QUALIFICATIONS AND EXPERIENCE

1. Ability to use database to ensure accuracy of information input, and to find answers questions from staff and donors
2. Proven ability to meet deadlines and prioritize tasks
3. Strong problem-solving skills both independently and collaboratively
4. Attention to detail and accuracy, excellent project management and organization skills
5. Proficiency with Google Suite and experience with or willingness to learn EveryAction
6. Experience using discretion and maintaining confidentiality when handling and communicating sensitive information
7. Motivated both when working independently and as part of a team
8. Experience with administration, with preference for nonprofit experience

## TYPICAL WORKING CONDITIONS

The Administrator will work inside an office with a collaborative, open-space set-up. There will be exposure to typical Missouri temperatures, distractions typical of an office environment, including loud noises. This person will operate a PC. Extended hours in front of a computer screen and mobile phone screen are typical.

PROMO is a smoke-free, casual dress, fun workplace. The PROMO office environment is collaborative and flexible, in order to accommodate a strenuous campaign-based schedule. The building and office are accessible, secure, and dog-friendly.

## COMPENSATION

This position is part-time compensated at \$21.00/hour for 20 hours a week. Flexibility will be provided within an agreed upon in-office weekly schedule.

PROMO is an equal opportunity employer that does not discriminate on the basis of race, color, religion, national origin or ancestry, sex or gender, sexual or affectional orientation, marital or familial status, disability, age, gender identification, health-related condition, association, or legal source of income.

## TO APPLY

Interested applicants should send a cover letter and resume VIA EMAIL ONLY to the attention of PROMO at [apply@PROMOonline.org](mailto:apply@PROMOonline.org), with position title in the subject line of the email. **Resumes received by December 6, 2021 will be given priority consideration.** Interviews will begin immediately, and applications will remain open and posted until the position is filled.