



# **NOW HIRING!**

## **ADMINISTRATIVE COORDINATOR**

### **STATUS**

Full Time | 40 hours per week  
Hourly

### **COMPENSATION**

- \$16 - 20+ an hour DOE
- Medical Insurance Coverage
- Generous paid leave and vacation accrual
- Opportunities for advancement and paid training
- Bonuses established at start of employment

### **OVERVIEW**

The Airmen is looking for an energetic, organized, hardworking team-player and people-person with administrative experience to join the Airmen team!

The Administrative Coordinator (AC) reports directly to the Executive Director and oversees internal office and administrative procedures. The AC manages all Airmen merchandise and is the lead staffer for raffle support and for Airmen facility rental. The Admin Coordinator works with all staff to network with, retain, engage, and recruit new members. The Admin Coordinator will have experience in handling a wide range of administrative, data organizing, and executive support related tasks, and helps make sure day-to-day operations run smoothly. The Admin Coordinator works with all staff to support and promote the organization's mission and vision.

### **DUTIES & RESPONSIBILITIES**

- Lead staff member on answering phone calls and member emails
- Lead staff member on managing Airmen merchandise
- Lead staff member on building rentals
- Managing Transponder Classified Ads

- Assist staff with membership retention and outreach
- Updating of information and notices on website and social media content
- Maintain and utilize membership software and database
- Internal office maintenance and upkeep
- Assist staff with filling out raffle forms
- Assist staff with member events and event planning
- Occasional overtime, evenings, and weekend hours are required with raffle and Tradeshow
- Occasional paid-for instate (or possible out-of-state) travel
- Assist with other duties as needed or directed by the Executive Director
  - Be okay with paid staff brunches and lunches!
  - Professional training programs/seminars/workshops are encouraged and paid for!
  - Comfortable working in a collaborative and energetic team environment in a beautiful building with a fantastic location on Lake Hood!

## QUALIFICATIONS

- 1-3+ years of strong organizational experience
- 1-3+ years of customer service experience
- Experience with research and data organizational software (Microsoft Access, Excel or similar software)
- Must be proficient with Excel, Microsoft Word, and Powerpoint
- Experience in sales, communications, Marketing/PR, or customer service fields preferred
- Goal-oriented and outgoing individual with attention to detail
- Quick learner that takes initiative and is self-disciplined
- Excellent verbal and social skills
- Excellent time-management skills
- High School Degree or equivalent required
- Bachelor's Degree preferred
  - + Aviation industry knowledge, experience, or connections a **PLUS**
  - + Knowledge of Alaska Gaming Permit system and process a **PLUS**
  - + Familiarity with Adobe Creative Suite (Photoshop, Lightroom, InDesign) a **PLUS**

## TO APPLY

Please send cover letter, with references, and resume to [corey.hester@alaskaairmen.org](mailto:corey.hester@alaskaairmen.org)

Deadline to apply is Sunday, September 24 at 11:59 p.m.