



# **NOW HIRING!**

## **ADMINISTRATIVE COORDINATOR**

### **STATUS**

Full Time | 40 hours per week  
Hourly

### **COMPENSATION**

- \$19-23 an hour DOE
- Full Medical Insurance Provided (Health, Dental, Vision)
- Generous paid leave and vacation accrual
- Opportunities for advancement and paid training
- Additional benefits 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 AC should enjoy interacting and socializing with individuals, as the AC is the first point of contact for the Association. The AC must be a reliable individual.

The Administrative Coordinator (AC) reports directly to the Executive Director and helps coordinate internal office and administrative procedures. The AC assists with merchandise and building rentals and is one of two lead staffers for raffle calls and support. The AC also works with all staff to network with, retain, and engage new Airmen 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 company phone calls and member emails

- Assist staff with membership retention, outreach, and events.
- Assists with coordinating building rentals
- Assists with managing Airmen merchandise
- Assist with social media content
- Assists with scheduling office maintenance and upkeep
- Maintain and utilize membership software and database
- 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
  - 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

- 3+ years of strong organizational experience
- 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

MUST send cover letter, resume, and references to [hiring@alaskaairmen.org](mailto: hiring@alaskaairmen.org)

Deadline to apply is Sunday, August 26th at 11:59 p.m.