

ADMINISTRATIVE COORDINATOR, Women's Community Revitalization Project (WCRP)

September 2023

Do you enjoy being the behind-the-scenes person that makes everything run smoothly? Are you seen as the 'go to' person when colleagues have questions about procedures or systems? Do you love working on multiple projects throughout the day and learning new things about computers and technology? If so, this is the job for you!

The Women's Community Revitalization Project (WCRP), a non-profit committed to social and economic equity for low-income women and families, is hiring an Administrative Coordinator. The Administrative Coordinator ensures the smooth day-to-day functioning of the office, overseeing critical functions including new employee onboarding and orientation, management of the office space, and coordination of Board and Committee meetings. The Administrative Coordinator also serves as the point person for common computer hardware and software issues, and supports financial activities, including coordinating the annual fundraising appeal.

The Administrative Coordinator reports to WCRP's Deputy Director.

Key Responsibilities

- **Human Resources**
Create and maintain personnel files. Orient new staff to WCRP's benefits and resolve benefits-related problems. Work with the Fiscal Director to choose cost-effective and comprehensive health insurance plans.
- **Information Technology**
Purchase and configure phones and computers for new staff. Troubleshoot common hardware and software problems. Liaise with and manage an IT consultant who helps staff resolve more complicated IT challenges.
- **Board and Committee Meetings**
Manage board and committee meeting calendars and ensure participants receive invites and materials in a timely fashion. Coordinate meeting logistics, including food, childcare, and technology. Attend select meetings and take notes. Coordinate orientation of new board and advisory committee members.
- **Fundraising and Finance**
Coordinate annual individual giving campaign, including managing the timeline and tracking one-time and recurring donations. Process invoices, incoming checks, credit card receipts, and petty cash.
- **Office Management and Administrative Support**
Maintain general organizational files and mailing lists. Provide administrative support for major projects and events, and assist with special projects, as necessary. Ensure the office is stocked with all necessary supplies.

Preferred Experience and Skills

- Two years of experience in office administration
- Deep familiarity with Microsoft applications, including Word, Excel and Powerpoint. Prior experience with Salesforce is a plus

- Experience with basic computer maintenance
- Excellent communication skills
- Strong organizational, planning and record keeping skills

Compensation

The salary range for this position is \$46,000-\$53,000 annually, along with a competitive benefit package that includes four weeks paid vacation, 9 holidays, 8 sick days, employer-paid health, dental and vision coverage (for full-time employees and qualified dependents), 403(b) retirement fund and opportunities for professional development.

Working Conditions

This is a full-time position based at WCRP's office in Philadelphia. Most of the work will take place seated at a desk using a computer, with occasional bending and lifting when dealing with office supplies and computers.

WCRP currently operates on a hybrid work schedule, with three days in the office and two days remotely. Work hours are Monday to Friday, 9:00 am to 5:00 pm, along with occasional evening meetings (an average of 1/month). Hours can be flexed to account for evening work.

To Apply

Please submit a resume and cover letter to Carolyn Haynes at chaynes@wcrpphila.org.

About the Women's Community Revitalization Project (WCRP)

WCRP is a non-profit organization committed to social and economic equity for low-income women and families. Founded in 1986 as Philadelphia's first and only women-led community development organization, the organization has grown to become a nationally recognized, innovative developer that has built more than 350 affordable rental homes and established the Community Justice Land Trust to protect the long-term affordability of homes. The organization also leads community organizing campaigns aimed at shaping public policy outcomes, to date winning more than \$100 million for affordable housing in Philadelphia. WCRP also manages its properties and provides supportive services to tenants and communities throughout Philadelphia.