

Administrative Coordinator

Role Type: Full Time

Location: Philadelphia, PA [hybrid; 4 in-person days / week]

Salary Range: \$50,000 - \$60,000

SAADA is an organization on the rise, and we are seeking an Administrative Coordinator to support us in further solidifying SAADA as a national leader in community-driven storytelling. If you are a conscientious, curious, and striving individual, we invite you to come build with us.

Administrative Coordinator Role:

As Administrative Coordinator, you will play a key role in ensuring SAADA's success. Through your strong administrative and organizational skills, you will support the Senior Program Manager in making a meaningful difference at a critical juncture in our organization's journey. This is a position that requires a high attention to detail, critical thinking skills, and adeptness with budgets, numbers, and financial coordination.

Who We Are:

Over the past sixteen years, SAADA has grown from a modest digital repository to a powerhouse of South Asian American stories. Our archive, storytelling projects, artistic partnerships, walking tours, lesson plans, films, and books help ensure that South Asian Americans are recognized as an essential part of the American story. For more information about SAADA, visit our [website](#); find us on [Instagram](#); check out "[Memories We Carry](#)," an exhibit created by one of our [Archival Creators Fellows](#); or, [listen to the soundtrack](#) to our [Revolution Remix](#) walking tour of Philadelphia.

Your Roles & Responsibilities:

The Administrative Coordinator position is a "figure out what needs to be done and do it" role, but here are some examples of the responsibilities that the role includes:

- Scheduling meetings, appointments, and events for team members, including coordinating calendars and arranging logistics.
- Taking meeting notes, developing action items, and ensuring follow through.
- Facilitating travel arrangements for staff and guests attending project-related meetings and events, including booking accommodations and transportation.

- Managing confidential and sensitive financial information, maintaining accurate and up-to-date records of organization and program-related expenses, and processing invoices and reimbursements.
- Coordinating the execution of agreements with contractors, advisors, and vendors, ensuring compliance with company policies and procedures.
- Identifying software applications and systems that can enhance workflow efficiency and productivity, collaborating with team members to implement solutions.
- Maintaining system folders and electronic files, ensuring documents are organized and accessible to relevant stakeholders.
- Supporting program events as needed, which may require working occasional evenings and weekends.
- Providing general administrative support as needed for the office.

Your Background & Skills Set:

- Minimum of 3 years of administrative support experience.
- Commitment to confidentiality, an ability to exercise discretion, and a high level of professionalism.
- Top-notch organizational skills; if your books are in alphabetical order, your notes are color-coded, and you find to-do lists energizing, we want to talk to you! There's much to keep track of in this role, and nothing can fall through the cracks.
- Experience with tracking program expenses, processing invoices, and handling grant-funded expenses.
- Strong communication skills, both written and verbal.
- Attention to detail and accuracy in all work tasks.
- Ability to receive and implement constructive feedback.
- Proficiency in Microsoft Office Suite, with emphasis on Excel.
- Ability to work independently with minimal supervision and as part of a team.
- Flexibility and adaptability to changing priorities and deadlines.

Salary and Benefits:

The pay range for this position is \$50,000 - \$60,000. SAADA is committed to providing our staff with a competitive benefits package, which includes a monthly health insurance stipend, paid time off, short- and long-term disability and life insurance, retirement matching, a wellness stipend, and a professional development fund. This hybrid position (four days in office per week following an initial non-hybrid

in-person onboarding period) is based in SAADA's Philadelphia office, located at 1650 Arch Street, Suite 2130, Philadelphia, PA 19103.

Join Us!

SAADA is an equal opportunity employer. We are building a team that is dedicated to our work and to each other, and we'd love for you to join us! Applications will be considered on a rolling basis until this position is filled. Please send your resume and cover letter as separate attachments in an email with the subject line "Administrative Coordinator Position" to jobs@saada.org. Please also include how you found out about this position.