



Position Posting
ADMINISTRATIVE COORDINATOR

General Description

Working under the regular supervision of the Executive Director, the Administrative Coordinator provides comprehensive administrative support for the organization and direct assistance to the Executive Director. The Administrative Coordinator provides technology support to staff for administrative applications, including Microsoft Office and donor management systems. The Administrative Coordinator maintains a welcoming office as this position is frequently the first point of Ryman Arts' contact with the public, donors and students. The individual in this role analyzes and develops administrative systems that strengthen the effectiveness and efficiency of workflow. The Administrative Coordinator must enjoy working within a mission-driven, collegial environment, and committed to our principles of diversity, equity and inclusion.

Ryman Arts transforms lives by creating access and opportunity for a diverse community of young artists through rigorous education in fundamental art skills, college preparation and mentoring.

Principal Responsibilities and Examples of Duties

- Responds to public and internal requests for information, replies to or directs communications to the appropriate person in a timely manner, answers telephone and greet visitors. Collects and routes incoming mail. Formats, prepares and mails correspondence and packages.
- Provides administrative support to Executive Director. Composes, edits, and formats a variety of communications with accuracy. Compiles and formats presentations and reports with charts, graphics, and tables. Coordinates executive scheduling and tracks commitments on behalf of Executive Director.
- Provides technology support to staff on administrative applications, providing in-house expertise to resolve technical issues, and creating procedure manuals and templates for staff use. These administrative applications currently include
 - Microsoft Office 365 (Word, Excel, Outlook, PowerPoint)
 - Databases (Filemaker)
 - Donor management system (Exceed)
 - Virtual meeting tools (Zoom, GoToMeeting, Teams)
 - File sharing tools (Box)
- Provides logistical support to in-person and virtual meetings, Board of Directors meetings, fundraisers and other events to ensure successful outcomes. This may include research, managing logistics, RSVPs, guest services, coordinating refreshments, set up, and takedown. Provides audio-visual support for live video meetings and events.
- Produces materials for dissemination at classes and meetings, digitizes or copies materials for documentation.
- Responsible for organization's file management (electronic and hard copy), following document retention policies.
- Assists in monitoring phone and computer systems to ensure smooth functioning for remote and onsite staff. Monitors office supplies and maintains adequate inventory. Maintains office equipment in good working order and arranges for repair. Updates administrative functions manual and organization calendar. Maintains common areas to ensure the physical office space is neat and organized.

- Accurately enters, updates and extracts data from donor management system daily. This includes biographical information, giving history and event participation. Processes donor acknowledgements. Processes matching gifts. Collaborates with others to maintain updated procedure manual. Generates reports for staff as needed.
- Responsible for tracking donations, shop orders and other payments including those from merchant services such as PayPal and Amazon.
- Tracks and fulfills incoming shop orders (processing, shipping, returns, inventory tracking) in a timely manner using Shopify with high degree of customer service. Stays current on most efficient packaging and shipping options.
- Assists with special projects as assigned.

Knowledge, Skills, and Abilities Required

The ideal candidate will have:

- Two year college degree; Bachelor's degree preferred.
- At least two years of administrative support experience in a multi-tasking environment; preferably in a nonprofit, educational or cultural institution. Three to five years of experience supporting executive staff preferred.
- Advanced proficiency in full range of PC applications including Microsoft Office, databases, virtual meeting applications, file sharing tools and donor management software. Photoshop skills a plus.
- Curious and quick to learn new technology and systems to improve office functions. Excellent organizational skills, detail oriented and ability to track multiple projects. Able to analyze problems and be resourceful in researching solutions that are responsive to high service demands.
- Strong interpersonal, collaboration and customer service skills. Able to maintain confidentiality. Able to interact with a wide variety of people with poise, tact, and diplomacy.
- Excellent verbal and written communication skills with mastery of principles of spelling, grammar, and punctuation.
- Able to work on occasional weekends or evenings for special events . Able to transport self to off-site locations.
- Bilingual speaking ability in English and another language is a plus.

Position Benefits

The Administrative Coordinator position is a full time (35 hours per week), non-exempt position. This position is located full time in the Ryman Arts office in downtown Los Angeles. Hourly rate is commensurate with experience. Comprehensive benefits include employer paid health insurance, paid vacation, holidays and sick time, and eligibility for Flexible Spending Accounts and employer contribution to 403(b) retirement plan.

To Apply

Submit cover letter and resume by postal mail to:

Administrative Coordinator Search
 Ryman Arts
 1933 S. Broadway, Suite 1138
 Los Angeles, CA 90007

In your cover letter, please indicate how your skills and experience fit the needs of this position. Priority for review will be given to applications received by **November 15**, position open until filled. Selected candidates will be contacted for an interview. No phone calls please.