

## Administrative Coordinator, Keepers of the Flame® Foundation, Inc.



Our Mission is to shine light into the darkness, empowering breast cancer patients to weather breast cancer both physically and emotionally.

| POSITION DESCRIPTION             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Title</b>                     | <b>Administrative Coordinator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Reports To:</b>               | Executive Director, with support to the Board of Directors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary:</b>                  | The <u>Administrative Coordinator</u> is a highly motivated and organized professional with a solid foundation in <b>program management and community engagement</b> . The <u>Administrative Coordinator</u> is instrumental in assisting with the organization's daily operations. They're a team-player, willing to make connections and interact with the community. The <u>Administrative Coordinator</u> is willing to utilize our technology platforms, including but not limited to: Google Drive, Give Butter, Canva. It's a part-time position (averaging 10-15 hours a week). Hours are flexible with the occasional evening and weekend work required. Work from home. |
| <b>Employee Expectations:</b>    | <ul style="list-style-type: none"> <li>• Understands the values of Keepers of the Flame Foundation, Inc and uses them in decision making</li> <li>• Agrees to adhere by Keepers of the Flame Foundation, Inc's policies and code of ethics; will maintain and promote high ethical standards</li> <li>• Support and advise the Executive Director where appropriate to advance the mission and goals</li> </ul>                                                                                                                                                                                                                                                                   |
| <b>Primary Responsibilities:</b> | <ul style="list-style-type: none"> <li>• Assist collaboration among community organizations and grant recipients</li> <li>• Assist in the daily operations of programs that address community needs</li> <li>• Provide administrative support to fundraising efforts including donor cultivation, corporate sponsorships, events, and solicitations</li> <li>• Support volunteer coordination</li> <li>• Assist Executive Director with organization's outreach and marketing</li> <li>• Attend and participate in committee meetings as needed</li> </ul>                                                                                                                        |
| <b>Position Qualifications:</b>  | <ul style="list-style-type: none"> <li>• Bachelor's degree required</li> <li>• Direct exposure to non-profit and/or volunteer-driven organizations</li> <li>• Hours are flexible with the occasional evening and weekend work required</li> <li>• Connect regularly with the Executive Director for updates, progress goals, and objectives.</li> <li>• Proficient with technology and willing to promote digitally</li> <li>• Maintains exceptionally high standards of integrity and confidentiality that garners the trust and respect of others</li> </ul>                                                                                                                    |
| <b>Contacts:</b>                 | <ul style="list-style-type: none"> <li>• Executive Director, Staff, Board of Directors; Health Care/Community Health Professionals; Partnerships; Volunteers; Professionals; General Public; Survivors; Donors and Sponsors.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |