



# BEST BEGINNINGS

## Alaska's Early Childhood Investment

### POSITION ANNOUNCEMENT

### Administrative Coordinator

**20 hours per week, non-exempt grant-funded position based in Anchorage, Alaska**

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Best Beginnings is a statewide public-private partnership mobilizing people and resources to ensure all Alaska children begin school ready to succeed.

**The administrative coordinator provides backbone support for Best Beginnings so that human energy and financial resources are used most effectively and efficiently in furthering our mission.**

**Filling this position is a priority of Best Beginnings. Applicants are asked to submit the required materials (see page 2) by July 31, 2017.**

### TASKS AND RESPONSIBILITIES

#### Finances

- Responsible for accounts payable and transaction logs for credit card purchases, checks issued, and deposits.
- Manage audit and 990 preparations, and monitor required reports.
- Prepare monthly expense reports for staff and board members.
- Assist with grant tracking, billing, and reporting.

#### General Administration

- Maintain files and records for grants, vendors, e-newsletter subscribers, etc.
- Manage inventory and distribution of early learning materials.
- Oversee management of office equipment and supplies.
- Support the executive director and staff in communications with donors, board members, and the general public.
- Greet visitors, respond to phone and email queries, and make appropriate referrals.
- Using content provided, create and distribute e-newsletter.
- Track Imagination Library enrollment and update reports.

#### Meetings and Events

- Manage logistics for board meetings and training events.
- Maintain minutes of board meetings and organizational documents, permits, licenses, etc.
- Make travel arrangements for staff, board members, and other meeting attendees.

- Assist with logistics for fundraising and sponsorship events.
- Contribute to the overall strategies for accomplishing Best Beginnings' goals.
- Other duties as assigned.

## **QUALIFICATIONS**

### **Education/Work Experience**

- Associate's degree required, bachelor's degree preferred, and five years' experience in office administration and accounts payable. Other experience may be acceptable. Education and/or experience in early childhood is a plus.

### **Skills, Knowledge, and Attitudes**

- Enthusiastic about Best Beginnings' mission.
- Eager to explore new ideas, learn new skills.
- Ability to organize, plan, and manage multiple tasks, projects, and events simultaneously; meet deadlines; and work under pressure, with attention to detail.
- Ability to communicate quickly and effectively with donors, board members, staff, and members of the public.
- Ability to understand, interpret, and present financial data.
- Ability to work both independently and as a team member.
- Proficient with Mac computers, MS Office applications, and QuickBooks.
- Experience with WordPress a plus.
- Basic knowledge of IT systems.
- Knowledge and appreciation of Alaska's cultural, geographic, and economic diversity.

### **Travel**

- Access to a reliable, insured automobile to be used for work-related travel in the Anchorage area is required.
- Valid Alaska Driver's License required.

### **Benefits**

- Flexible work schedule
- Holiday pay and prorated paid time off (PTO)

### **Compensation**

\$18-23 per hour, 20 hours per week

Please email (with *Administrative Coordinator* in the subject line), fax, or mail a letter of interest, resume, and names, addresses, and telephone numbers of two professional references to:

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