



Administrative Coordinator Position Description

Reports To:	Finance and Operations Director
Pay Range:	\$36,000 - \$40,000 annually
FLSA Status:	Full-time, hourly
Benefits:	Volunteer West Virginia is a state agency. We provide 3 weeks of vacation and 4 weeks of sick time a year, health insurance including dental and vision, state retirement and a flexible work environment. We provide extensive training opportunities to staff and support continuous professional development. For more information on state benefits please visit the Department of Personnel Website .
How to Apply:	Email resume and cover letter to Hawley.r.carlson@wv.gov

Summary

Under the direction of the Finance and Operations Director, the Administrative Coordinator provides administrative support to all Volunteer West Virginia projects. This position assists the Finance and Operations Director with data entry, purchasing and filing. This position also provides administrative support to our grantmaking and outreach projects, commission and community meetings and event, and coordinates agency travel. This is an entry level position. If you are interested in learning more about state government, grantmaking and community organizing, we are happy to train the right candidate.

Duties and Responsibilities

The purpose of this position is to provide administrative support to all agency projects.

Fiscal Administration

- Coordinates accounts payable for agency including reviewing invoices and coding expenditures for review and entry into financial system.
- Supports Executive Director with securing approval signatures and securing approval for payments and entering payment and deposit transactions in financial system.
- prepares transactions and monitoring them to ensure that payments are up to date.
- Receives and deposits checks.
- Keeps inventory of agency assets, like furniture and computers, and reviews annually.
- Maintains agency contracts and supports purchasing activities.

Communications

- Provides prompt response to customer inquiries on behalf of the agency directing questions to the correct staff person.
- Supports administration of the Volunteer West Virginia website and social media accounts.
- Support administration of the Volunteer West Virginia volunteer opportunity database.

Administration

- Maintains shared office calendar.
- Purchases office supplies and equipment and supervises receiving and shipping.
- Organizes and oversees office supply cabinets and storage.
- Oversees document destruction upon direction from Finance and Operations Manager.
- Serves as the Commission's point of contact with for workers compensation, Office of Technology, and Purchasing Department.
- Handles timesheets and related records and paperwork.



- Serves as Commission travel coordinator. Arranges transportation, hotel reservations and logistics for the Commission. Supports event logistics and completes hospitality forms.
- Supervises maintenance and alteration of office areas and equipment, as well as layout, arrangement, and housekeeping of office facilities.
- Maintains records for Board of Risk and Insurance Management loss control initiatives and serves as the agency's Safety/Loss Control Officer.
- Provides logistical support for agency events and trainings across projects.
- Schedules Commission Meetings, oversees meeting logistics, and takes commission meeting minutes.
- Receives and directs mail.

What We Are Looking For

- Ability to multi-task and manage competing demands
- Excellent problem-solving skills
- Ability to learn new software
- Interest in taking initiative to support the smooth operation of Volunteer West Virginia
- Highly organized
- Adaptability, able to adjust to changing agency needs
- Previous financial management or bookkeeping experience a plus
- Responds promptly and courteously to customer needs and requests
- Sound professional judgement to tailor communication to the audience
- Interest in learning about financial systems, state government and grantmaking a plus
- Capacity to work independently, as part of a team, and collaboratively with a broad range of individuals
- Volunteer West Virginia is an Employer of National Service. We welcome applications from AmeriCorps or Peace Corps Alumni or those with previous experience working in a civilian service program.

Volunteer West Virginia is a small state agency within the Department of Arts, Culture and History. Our agency is headquartered in Charleston on Capitol Street and offers a flexible and accommodating work environment. Volunteer West Virginia is committed to hiring practices that support the values of a diverse workplace and reflect the makeup of the West Virginia communities it serves. Volunteer West Virginia does not discriminate on the basis of race, creed, color, national origin, sex, gender, sexual orientation, marital status, age, political affiliation or religion, in accordance with non-discrimination requirements of applicable statutes and in accordance with our agency values and principles. Volunteer West Virginia welcomes applications from people with disabilities and will make reasonable accommodations upon request.

This job opportunity is not in the classified service and not covered under the Administrative Rule of the WV Division of Personnel.

To Apply submit a resume and cover letter to Hawley Carlson, Executive Director, at Hawley.r.carlson@wv.gov