

## ***Open Position: Administrative Coordinator***

The Institute of Public Strategies is seeking an experienced Administrative Coordinator to provide a variety of operational support for a community project with the goal of reducing crime and violence along US-Mexico border in California. This position is not an entry level administrative support position, but rather an experienced support position that can handle a variety of daily requests. The project office is in Chula Vista, CA.

### ***Key Responsibilities (include, but are not limited to)***

- Accurately complete all administrative tasks including word-processing, filing, mail processing, maintaining correspondence, and reception in a timely manner, utilizing volunteer resources when appropriate;
- Maintain databases, project files, and organizational records with timely and accurate updating and filing;
- Coordinate travel for project staff, arranging airline tickets, hotels & per diem requests;
- Coordinate and maintain office supplies, ordering supplies and keeping accurate inventory and other records;
- Compile data and prepare reports as requested;
- Participate in staff meetings, planning meetings and other project meetings as needed;
- Creating presentations and graphs as needed;
- Responsible for maintaining office inventory, purchasing/setting up of office items;
- Responsible for providing basic computer troubleshooting and tech support for office (email, networking, troubleshooting) under the guidance of the Company-wide Administrative Manager.

### ***Job Qualifications and Experience***

- 5 years executive office experience;
- Demonstrated skill and experience in problem solving in organizational settings;
- Exceptionally high level of professional and personal integrity;
- Self motivated, with strong desire to learn and produce results without direct supervision;
- Excellent verbal and written communication skills, including organizational, detail and interpersonal skills;
- Excellent computer skills and knowledge including word-processing, database operations, spreadsheet, and other software systems;
- Ability to multi-task and handle unexpected work items on a regular basis;
- High level of familiarity and comfort with computer hardware and software, and ability to provide basic computer maintenance and repair;
- Fluency in Spanish and ability to translate work-related documents considered a plus.

This opportunity is defined as a full-time position within a two-year program effort with health coverage and other generous benefits.

See website: [www.publicstrategies.org](http://www.publicstrategies.org) for descriptions of current and past projects.

*To Apply:*

Email cover letter, resume, and salary history to [adminposition@publicstrategies.org](mailto:adminposition@publicstrategies.org)

*In accordance with ADA guidelines, reasonable accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.*

*The Institute for Public Strategies is an Equal Opportunity Employer and is committed to fostering diversity within its staff.*