

ADMINISTRATIVE COORDINATOR

We are excited to announce that we are hiring! We are looking for a veteran in the Philadelphia area to join our team as an Administrative Coordinator, starting immediately. We are searching for a candidate aligned with our mission and values - a professional that respects being a member of a team while understanding when to take the initiative and lead. Most importantly, we are seeking someone that wants to help our organization support veterans in the discovery of the arts as a tool for change.

While the qualifications listed are ideal, we are extremely willing to train the right person, as long as they are a hard worker, excellent communicator, critical thinker and problem solver, and team player. If you are passionate about what we do and think this may describe you, even if you don't have all the listed experience, we strongly encourage you to apply.

JOB DUTIES INCLUDE...

Communication support:

Assist the Executive Director in communicating & coordinating with members, trustees and prospects including representing Warrior Writers at local events

Help maintain a database of contacts

Be knowledgeable about Warrior Writers events and programming in order to easily talk with interested individuals, groups, and organizations about what we do, who we are, and what we believe in.

Logistical support:

Support the ED in coordinating events and tasks like shipping material, making as needed travel arrangements, reserve locations and equipment, and acquiring project equipment/supplies

Finance and Development support:

When appropriate, assist the ED in sending and processing invoices

Research grant prospects and track a grant database

This position will also entail assisting the ED in any other administrative or research tasks as needed.

The ideal candidate will possess:

A bachelor's degree in a relevant field

Strong communication skills

Knowledge of and experience in the veteran community

Excellent organizational skills, and the ability to multitask and prioritize

Exceptional emotional intelligence

Critical thinking skills

A strong passion for supporting the wellness of veterans, and for the role the arts play

A collaborative approach

Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel, as well as gmail and google docs, and Zoom

To apply, please send as attachments, a resume and a cover letter detailing relevant work or personal experience, and most importantly, why you want to work with Warrior Writers to info@warriorwriters.org.

Please include "Administrative Coordinator" in the subject line. Applications will be accepted on a rolling basis and interviews for qualified candidates will begin immediately.

Compensation: Commitment is 40 hours a month, \$18 an hour.