



Position Description

Position Title: Admin Coordinator

Reports to: President and CEO

Status: Full time regular

Compensation: Salary, Pay Range \$36,000 - \$39,000

Organizational Description:

America's Black Holocaust Museum was founded by Dr. James Cameron. Dr. Cameron is one of few known survivors of lynching in American History. His life experience and passion created ABHM with an interest in educating and sharing. Today, ABHM promotes a space for reconciliation and healing in order to promote a more united community and an equitable world without racism. Our vision is to honor the legacy of our founder, Dr. James Cameron, and the under-told stories of African Americans as an integral part of American history. America's Black Holocaust Museum, an integrated physical and virtual experience, will continue to serve as a catalyst to educate and create space for reconciliation and healing.

Position Description:

The Admin Coordinator position is for someone who is detail-oriented, professional, outgoing, friendly, whose primary purpose is to provide support to the President and CEO as well as Development, while maintaining confidentiality. The Admin Coordinator must work in a positive and respectful manner with fellow employees. To be successful in this role, you should have excellent organization skills along with the ability to prioritize tasks and meet deadlines.

Duties and responsibilities:

- Manage and route phone calls appropriately
- Process and report on office expenses
- Maintain physical and digital employee records
- Schedule in-house and external meetings for the President and CEO
- Distribute incoming mail
- Manage and order office supplies
- Make travel arrangements
- Organize company documents into updated filing systems
- Prepare presentations, spreadsheets and reports for the board meetings
- Input information and update donor software database maintenance to ensure accurate and up-to-date financial campaign reports and pledge tracking for the Development Department.

EDUCATION and/or EXPERIENCE:

- Proven work experience as an Administrative Coordinator, Administrator or similar role
- Hands-on experience with MS Office Suite (particularly MS Word and MS Excel and Google Drive)
- Familiarity with office equipment, like printers
- Basic math skills
- Solid time-management abilities with the ability to prioritize tasks

- Excellent verbal and written communication skills
- High school diploma; additional qualification in Office Administration is a plus
- Strong skills with prospect databases
- Exceptional planning and organizational skills. Results and detail-oriented with the ability to set and meet deadlines.

OTHER QUALIFICATIONS:

- Commitment to diversity and a history of working effectively with all people irrespective of their economic status, ethnicity, gender, educational level or sexual orientation.
- Flexible and adaptable work style with the ability to work nights and weekends, manage competing demands and work independently.
- Confident self-starter.
- Energetic and skilled networker who enjoys community engagement, attending events and participating in activities to position the Museum for success.

Job description and responsibilities may change in the future with any updates to the museum

This position is a full time 40 hr Exempt position. Some teleworking will be authorized but subject to change in the future. The workweek might be working from home 3 days a week and 2 days at the museum on a flexible schedule, and subject to change.

For consideration, email resume and cover letter as 1 PDF to: **jobs@nmbllstrategies.com**
Be sure to include the title of the position you are interested in with your letter. Please have "[Your Last Name] – Admin Coordinator" in the subject header for the email. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

America's Black Holocaust Museum is an equal opportunity employer committed to diversity at all levels.