

Encore Network Position Description

March 15, 2021

Title: Administrative Coordinator

Part-time (20 hours/week; non-exempt; eligible for paid time off benefits – Holiday/Sick/Vacation)

Salary range: \$20-\$25/hr

Location: Remote

About the Encore Network:

The Encore Network, a project of the [Colorado Nonprofit Development Center](#), is a coalition of leaders who champion the civic, social, and economic contributions of people 50+, by creating community, stimulating learning, and inspiring action.

Our values are:

- **DIVERSITY** We seek to broaden the ethnic, racial, gender, religious, age, sexual orientation, and socio-economic makeup of our network.
- **INCLUSION** We foster a trusting environment in which all are respected and engaged in the pursuit of our mission.
- **EQUITY** We nurture an environment where all are empowered to be their authentic selves and fully contribute.
- **COLLABORATION** We harness the power of working together to achieve peer-driven outcomes.
- **COMMUNITY** We convene a variety of voices and perspectives in service to all.
- **INNOVATION** We take risks, experiment, and embrace change to find new and better ways to achieve our mission.

You can read more about the Encore Network [here](#).

Summary of position:

The Encore Network is looking for an experienced, self-starting Administrative Coordinator to work with a creative and entrepreneurial leadership council, whose members are committed realizing our vision:

“A global culture where older adults are vital contributors to more engaged and equitable societies.”

The Leadership Council represents the interests of the Network members, who work in communities across the globe. It operates in a distributed leadership model, taking active roles in the activity of the Network, with the support of the Administrative Coordinator.

As Administrative Coordinator, you will directly provide a wide range of operational and technical support services, as well as routine administrative tasks, to the Leadership Council and the Network committees. This includes staff support to the Leadership Council and committees, grants and financial reporting, meeting scheduling and planning, technology management, coordination of communications among committees, and communications with Network members.

Key tasks include:

- Supporting the Leadership Council by scheduling meetings, sending out agendas, preparing minutes with next actions designated
- Supporting the Programs Committee by coordinating logistics by scheduling run-through and debriefing sessions with selected program speakers and panelists, setting up events, sending out notices of upcoming events, scheduling events on the website, tracking registrations, sending out reminders, assessing and accepting program announcements submitted by Network members for inclusion on the website, and providing tech support (in Zoom) for Encore Network programs
- Supporting the Communications Committee by updating website as needed, drafting newsletters for approval by the Communications Committee, and sending out newsletters and emails
- Supporting the Membership Committee and members by researching prospective member organizations, sending out emails to potential members, responding to inquiries through the website and email, troubleshooting website and other requests from members, maintaining member lists and pulling reports
- Supporting the Finance and Fundraising Committee by maintaining donor records, sending out donor acknowledgements and thanks, preparing financial reports for the Committee and for CNDC, pulling CNDC reports as needed, and supporting the committee's grantwriting efforts
- Serving as the primary liaison with IT consultants, and troubleshoot technology issues
- Supporting the entire membership by compiling resources provided by members and expanding the online resource library
- Helping to engage current and potential members on social media
- Supporting the overall Network by coordinating and sharing communications between and among the Leadership Council, committees and members

Strengths/skills /experience required:

- An appreciation for the mission and vision of the Encore Network
- Prior experience providing operations, administrative and technical support to a board of directors or a volunteer-led organization
- Prior experience in an early stage, entrepreneurial, virtual, high-growth professional, trade or advocacy organization.

- Extensive experience in Wordpress and databases, and a demonstrated willingness and ability to embrace technology platforms
- Experience with Zoom and other video conferencing platforms and web-based email-marketing platforms such as Constant Contact or Zoom.
- A positive disposition and a sense of humor
- A demonstrated track record of rolling up their sleeves and getting the job done

Desirable

- Solid working knowledge of Zoom, Mailchimp, Google Workspace, and Slack
- Experience producing online newsletters or other editorial content
- Experience organizing grant proposals

EEO Statement:

The Encore Network is a project of the Colorado Nonprofit Development Center (CNDC), and all employees are CNDC employees. CNDC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees.

Moreover, the Encore Network, consistent with our values, seeks “to broaden the ethnic, racial, gender, religious, age, sexual orientation, and socio-economic makeup of our network” and encourages diverse applicants.

To apply: Please prepare a cover letter that addresses how you meet the requested qualifications, get your resume ready, complete [this application](#) in Google Form (you’ll be asked to upload your cover letter and resume in the form).

<http://bit.ly/ENCoordApplication>

Please complete your application no later than April 10, 2021.