

Innovation and Impact Senior Administrative Coordinator

Reports to: Director of Innovation and Impact

Position Status: Full-Time, Non-Exempt

This is a four (4) year project based position to support the Innovation & Impact team manage through multiple projects in the coming years. The Innovation and Impact Senior Administrative Coordinator provides a broad range of administrative support to the Director of Innovation and Impact and other members of the Innovation and Impact team. She/he will manage a variety of projects which require good judgment, discretion and organizational skills. Superior people skills, a positive and helpful attitude, and the ability to anticipate needs and initiate solutions is paramount.

Responsibilities:

- Supports the Innovation and Impact team in managing commitments and communications including calendar coordination of team members.
- Tracks team members' calendars to stay on top of needs for trainings, meetings, etc., ensuring that all items are prepared/delivered in a timely manner. This includes coordination of printing materials whether outsourced or printed in-house.
- Order and track materials as needed ensuring deliveries are on hand and ready for use in trainings and meetings.
- Serves as a "customer service" key point of contact for all requests or assistance needed dealing with Innovation and Impact projects.
- Tracking enrollment and attendance of Momentous Morning Educator meetings and tours.
- Work with Momentous Institute board members and staff; provides assistance with Innovation and Impact general inquiries and operational issues with a positive, proactive, problem-solving approach at all times.
- Provides coverage, as needed, in the absence of other members of the Innovation and Impact team, including the Director of Innovation and Impact, the Director of Clinical Training and the Director of Educational Training.
- Responds to urgent issues that may arise.
- Receives and answers calls on behalf of the Innovation and Impact team fielding requests for trainings while developing vetting skills with these requests.
- Takes part in administrative discussions concerning operations, planning and strategies through participation on the Innovation and Impact team.
- Communicate team's needs with the Office Coordinator for office supplies, name badges, business cards, etc., as needed.
- Maintains a variety of databases, including contact lists, mailing lists, for the Innovation and Impact team records.
- Maintains Innovation and Impact team electronic and hard copy files.
- Works on projects in conjunction and collaboration with the Content Manager and the Professional Learning Specialist to include support for CTO and other training and events that may occur.
- Sends email announcements, communications and calendar invites to Innovation and Impact team members as well as external contacts/participants.
- Takes minutes at selected innovation and impact meetings.
- Assists in the planning and coordination of travel for external meetings and planning and assistance with all onsite or offsite Innovation and Impact team meetings.

- Reserve conference rooms for innovation and impact meetings and set up of conference rooms, lunches, etc., working in coordination with the Professional Learning Specialists and Content Manager and Conference Coordinator.
- Communicates with outside parties regarding advance event planning as requested; sets up and prepares conference/meeting space in advance of meetings and clean up following meetings and events.
- Maintains credit card receipt files for travel and purchases ensuring receipts are turned in to accounting in a timely manner.
- Performs a wide variety of administrative duties as required by daily operations.
- Performs other duties as requested by the Innovation and Impact team

Qualifications:

- 1) A minimum of five years' experience in an administrative support role with increasing levels of responsibility and accountability.
- 2) A demonstrated ability to manage access to confidential material with total discretion.
- 3) A demonstrated ability to think conceptually, meet deadlines, and manage multiple tasks simultaneously in a highly professional manner.
- 4) Excellent interpersonal skills, including the ability to interact with a wide variety of personalities while managing rapidly shifting priorities.
- 5) Demonstrated ability to communicate effectively and professionally both orally and in writing.
- 6) Advanced knowledge of Microsoft Office applications (Outlook, Word, Excel, PowerPoint).
- 7) Proven organizational, time management and project management skills.
- 8) Demonstrated strength in problem solving, analysis and judgment.
- 9) Displayed commitment to service, leadership and the core values of Respect, Stewardship, Innovation, Collaboration and Hope.

Desired personal qualities:

Integrity, initiative, energy, enthusiasm, flexibility, ability to receive feedback, and a sense of humor.

Interested:

- Applications are currently being accepted and the position will remain open until filled. Please send letter of interest and resume to:
Heather Bryant
Director of Innovation & Impact
hbryant@momentousinstitute.org.
- Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.
- All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.