

Administrative Coordinator (Virtual, Work-from-Home)

Cholangiocarcinoma Foundation - Salt Lake City, UT

\$40,000.00 – \$45,000.00 per year

RESPONSIBILITIES

- Communicates with Board members, donors, staff and others on behalf of the President and ED
- Manages calendars for the Board President and Executive Director
- Schedules teleconferences and videoconferences and coordinates schedules with meeting participants
- Provides management support by coordinating meeting logistics for internal and external meetings, ensures all resources are prepared (room, AV, presenters, agenda, materials, etc.)
- Coordinates travel to meetings and conferences for staff, board members and event participants
- Prepares and coordinates meeting materials, presentations and audio/visual materials
- Prepares and distributes notes, agendas, and minutes for meetings

Special Projects Coordinator

- Assists with Annual Conference logistics and planning and serves as on-site coordinator
- Works on special projects as needed

Skills and Qualifications

- Proven experience as Assistant to management level staff
- Ability to work virtually - this is a full-time, work-from-home position
- Knowledge of ASANA or other project planning tool required
- High level of proficiency in MS Office
- Strong organizational skills with attention-to-detail a must
- Salary commensurate with experience

Other Requirements

- Passion for mission and vision of the organization
- Works cooperatively in virtual team setting with 'can do' attitude
- Flexibility, adaptability and open to change

You have requested that Indeed ask candidates the following questions:

- How many years of management-level administrative experience do you have?
- How many years of non-profit experience do you have?
- How many years of ASANA or other project management tool experience do you have?
- Are you willing to undergo a background check, in accordance with local law/regulations?

Job Type: Full-time

Salary: \$40,000.00 to \$45,000.00 /year

Please review all application instructions before applying to Cholangiocarcinoma Foundation.