

**Position:** Administrative and Communication Coordinator  
**Reports to:** Executive Director  
**Status:** Non-exempt  
**Wage:** \$19-\$22 per hour

### **Job Summary**

The Administrative and Communications Coordinator is a team-oriented individual who provides essential administrative, operational, and communication support to the organization. Under the supervision of the Executive Director (ED), the Coordinator supports day-to-day operations including customer service, fundraising and communication activities, and general administrative functions.

### **Duties and Responsibilities**

The Administrative and Communication Coordinator is responsible for:

- Providing reception and customer service, serving as a central point of contact for visitors, callers, and general inquiries
- Processing incoming and outgoing mail and monitoring and appropriately forwarding emails from the general inbox
- Ensuring common spaces are tidy, functional, and well supplied, monitoring and restocking office supplies as needed
- Maintaining administrative files and shared digital records in an organized and accessible manner
- Managing routine technology correspondence related to printers, phones, and computers
- Preparing weekly thank you letters and supporting donor acknowledgment processes
- Processing in-kind and cash donations, preparing deposits, and supporting accurate financial recordkeeping
- Completing general bookkeeping and reporting tasks, corresponding with an outside accounting firm to support monthly financial processing
- Managing database entries and maintaining data accuracy, functionality, and integrity
- Assisting with logistics and support for fundraising events and campaigns
- Preparing Board and Committee meeting materials and drafting meeting minutes
- Supporting the drafting and scheduling of social media posts across platforms
- Coordinating the dissemination of organizational press releases and announcements
- Supporting the development and distribution of communication materials such as flyers, brochures, and basic website updates
- Other administrative and operational tasks as assigned

The successful candidate will be able to:

- Understand and adhere to all company policies and procedures
- Establish and support effective working relationships with staff, community partners, and volunteers
- Be productive and respectful of time, people, and deadlines in a multi-tasking, active office environment
- Demonstrate strong attention to detail across administrative, financial, and communication tasks
- Exhibit sound reasoning and judgment in day-to-day decision making
- Apply knowledge and training toward work activities and adapt to new systems and processes as needed
- Respect confidentiality and exercise discretion in the appropriate handling and release of information
- Manage multiple priorities while maintaining accuracy and consistency across tasks and communication channels
- Communicate clearly and professionally, verbally and in writing, in support of internal and external communications

### **Physical Demands**

To perform the essential functions of this position an employee must be able to meet the following workplace demands: ability to converse with others, detect sound, identify and detect objects, count, read, write, operate a computer, handle and feel objects, reach with hands/arms and be stationary and/or stand and/or move for long periods of time. Occasionally an employee will lift/pull/push and carry up to 25 pounds, stoop, kneel, crouch, crawl, climb and be able to maintain balance doing these activities. The noise level is moderate and typical of a normal office environment.

In accordance with the Americans with Disabilities Act, Community Health Alliance will provide reasonable accommodations to qualified individuals with disabilities to perform the essential functions, unless such accommodations would cause the employer an undue hardship. To request accommodation, please contact the ED.

### **Required Qualifications**

- Associate degree in a related field or equivalent professional/educational experience, with a minimum of one year experience in a similar role

- Proficiency in office operations and communications technology, including email, shared documents systems, and basic digital communication tools
- Strong organizational, written, and verbal communication skills, with the ability to support clear and consistent communications across multiple channels
- Working familiarity with social media platforms and basic content creation tools (e.g., Canva), including drafting, formatting, and scheduling content under guidance
- Basic understanding of accounting principles and confidence working with numbers

### **Desired Qualifications**

- Experience working with CRM or donor database systems
- Familiarity with WordPress, including basic content updates and page maintenance
- Working knowledge of QuickBooks or similar accounting software
- Experience supporting communications in a nonprofit or mission-driven organization

### **Work Hours**

The Administrative and Communications Coordinator role is a part-time position at 28 hours/week, with standard office hours Monday through Friday, and occasional weekend and evening work. This position has the potential to expand to full-time (32 hours per week) within the next year, based on organizational needs.

To apply, email a cover letter, resume, and 2-3 professional references to [kirah@communityhealthwmt.org](mailto:kirah@communityhealthwmt.org).