

Application for Employment

ADMINISTRATIVE COORDINATOR



Administrative Coordinator:

Events Team

OVERVIEW

The Administrative Coordinator works within the Events team to coordinate and manage practical logistical details for all events. The Administrative Coordinator works closely with the other members of the Events Team to identify general areas of administrative support that are needed to set the team up for success. The Administrative Coordinator reports directly to the Director of Events.

ROLE INFORMATION

Title: Administrative Coordinator

Supervisor: Director of Events

Status: Full-Time

Location: Richmond, VA

Start Date: July 1, 2022 (*flexible by one month*)

Time Commitment: Through June 2023 (*minimum*)

Compensation: Information provided upon request

EXPECTATIONS

- Supplies Management + Distribution
- Program Development Support
- Event Planning Assistance
- Office Organization
- Customer Service Support
- Scholarship Distribution
- Volunteer Screening

QUALIFICATIONS

- Organizational Experience
- Administrative Excellence
- Customer Service Excellence
- TeenPact State Class Experience
- Advanced Management + Delegation Skills

Administrative Coordinator: Job Application

Please attach a resume with the following information or fill out each section below.

CONTACT INFORMATION

Please provide your most up-to-date information for us to communicate with you regarding your application.

FULL NAME: _____ DATE: _____

EMAIL ADDRESS: _____ PHONE: _____

MAILING ADDRESS: _____

EDUCATION

Please provide applicable education history, including names of schools, degree programs, or courses of study.

SKILLS

Please list applicable skills or experience that you believe would support your ability to fill this position excellently.

REFERENCES

Please provide 2-3 references who we can contact for further information and feedback regarding your qualification, competency, and character as needed. Please include their name, title, relationship, and contact information.

PERSONAL INVESTMENT

Please attach a document with short essay responses (min. 50 words each) for the following topics.

- Describe your desire to serve in a full-time ministry capacity.
- Describe previous administrative, organizational experience.
- Describe your ability to efficiently manage details.
- Describe the importance of excellent customer service.
- Describe what aspects of this opportunity interest you most.