



North Star Fund Seeks Part-Time Administrative Coordinator

Founded in 1979, North Star Fund is the community foundation that advances the collective good. For 30 years, we have been the first to fund the fight for equality, economic justice and peace in New York City.

By organizing donors, raising money for grants, and providing technical assistance, we seek to support activism that focuses on the root causes of poverty, racism, homophobia and gender discrimination.

DUTIES AND RESPONSIBILITIES

The Administrative Coordinator will report to the Deputy Director of Finance & Operations, and will coordinate the smooth running of the North Star Fund office. This position is 30 hours per week with the potential to become full-time in July 2009. Specific responsibilities include:

Executive Director Support

- Assist ED with scheduling appointments, interviews and Board meetings, maintaining RSVP lists for events, and purchasing gifts;

General Office

- Serve as primary receptionist for North Star Fund office: answer phones; open and sort mail; greet guests; maintain the common areas;
- Maintain smooth office functioning: order and purchase supplies; order food and refreshments for organizational meetings; maintain office equipment; update contact lists for Staff/Board; coordinate the scheduling of staff meetings; maintain office calendar; serve as liaison to cleaning person;
- Serve as coordinator of conference room rental services: schedule groups; maintain the space; serve as liaison to groups; maintain signed rental contracts;

Development Support

- Data entry of donations into donor software; make deposits; ensure accuracy of donor information in database;
- Assist with fundraising and event-related tasks as requested by the Development Officer, including mailings;

Program Support

- Assist with program-related tasks, including data entry, file maintenance, site visits and follow up reports;

QUALIFICATIONS

- A progressive philosophy and political vision compatible with the North Star Fund's mission to fund "change, beyond charity," and the ability to work with diverse grantee and donor constituencies;
- Strong attention to detail; ability to handle multiple projects simultaneously; strong organizational skills and problem-solving abilities; ability to take initiative;
- Experience with administrative and reception duties; strong computer skills; experience managing a database;
- Strong interpersonal skills and sensitivity to cross-class and inter-group issues; bilingual in Spanish strongly desired.

COMPENSATION

The salary range is \$15-\$19 per hour, based on experience, and includes an excellent fringe benefits package.

The North Star Fund is firmly committed to affirmative action and strongly encourages people of color, women, LGBT, elderly and disabled candidates to apply. We appreciate all applicants, but please be advised that we can only respond to those best qualified for the position.

To apply: Send cover letter, resume and contact information for two references to North Star Fund, 520 8th Ave. Suite 2203, NY, NY 10018-6656 or email acsearch@northstarfund.org. No calls please. Application close date: 4/5/09 with expectation to fill the position in late April or early May.