



## Office Coordinator Position Description

Salary Range:	Starting salary is \$20 to \$22/hour
Type:	Full-Time, Non-exempt
Benefits:	Health coverage, generous PTO package
Deadline to Apply:	Open until position is filled
Location:	Headquarters – Tigard, Oregon

### **About African Road**

“The work of African Road is not charity or aid — it is empowerment for transformation, fueled by faith, friendship and stories of hope.”

African Road works in partnership with local Changemakers in East Africa who are committed to healthy, thriving and economically empowered communities.

African Road values community driven development and invests in local leaders to facilitate transformational, grassroots change. This work takes many forms, all led by East African Changemaker leaders. Examples include, but are not limited to: training and funding for Rwandan widows who are survivors of genocide to start and expand their own businesses; helping a region’s most marginalized tribal group to gain citizenship in Burundi; and providing business start-up funding to bring sustainable sources of income to girls escaping gender-based violence in Tanzania, and for genocide orphans in Rwanda.

Relationships are at the heart of African Road. The organization is committed to respectful friendship with local Changemakers and their communities. African Road values and travels the long road of learning, listening and walking together. Concurrently, African Road invests in creating community on *this* side of the world, offering opportunities for learning, engagement and transformation. African Road builds bridges of meaningful connection for positive change through: funding, learning through travel, access to first-hand reports and data, and opportunities to become a champion for East African communities and partners. Learn more about African Road’s impact at [AfricanRoad.org](http://AfricanRoad.org). This role will support the efforts and mission of the organization from Oregon.

## **About You**

We are seeking a candidate who possesses a friendly, warm, professional and supportive demeanor. This candidate will also have the skills to problem solve, juggle multiple tasks and improve the overall efficacy of our office operations.

This job is for you if:

- You have a passion for African Road's mission. You will have an opportunity to travel to East Africa once for an orientation trip.
- You are highly organized and value systems and processes, all while remaining flexible and agile in dealing with people and managing multiple tasks.
- You take great pleasure in providing support to others.
- You engage and interact with professionalism, humility, warmth and care, and feel comfortable having patient, thoughtful communication with a broad array of people.
- You are a skilled proofreader and editor.
- You value time management and keeping projects on schedule.
- You are able to take initiative and operate independently yet you have a willingness to collaborate with others.
- You value working as a member of a team.
- You value learning and are not afraid to ask questions.
- You respect people from a wide range of religious traditions and faith practices, political and philosophical beliefs, and affiliations and backgrounds.
- You demonstrate timeliness and accuracy, and operate with integrity, joy, patience and kindness.

## **Position Overview**

The Office Coordinator is a key support role responsible for the day-to-day coordination of African Road's office. Working well on a small team, and providing support to the Executive Director and Finance Director, the Office Coordinator performs functions integral to the nonprofit's continued success, and interfaces with all aspects of office administration such as some light bookkeeping, donor CRM management, scheduling and general office functions.

This position is an opportunity to strengthen a growing nonprofit while making a measurable impact on the quality of life for those in Eastern Africa. The ideal candidate has experience working with nonprofits or multi-faceted organizations, and feels a connection to African Road's work.

## **Essential Functions**

Financial:

- Utilizes data from Excel, DonorPerfect or other CRM for use in donor communications or organizational reporting.

- Enters donor data in the DonorPerfect or other CRM database to ensure accurate and timely gift processing and with a value of building connection and creating historical records of donor relationships.
- Responds to inquiries from donors in consultation with the Executive Director.
- Completes basic financial management duties including remotely depositing checks received, preparing deposit reports, following up on filed credit card donations, tracking pledges and fundraising campaigns, and completing monthly bank reconciliations for accurate CRM donation management.
- Supports, as needed, the Finance Director by managing aspects of the organization's Accounts Receivable (AR).

#### Administrative:

- Serves as the first, professionally responsive, point of contact for African Road's U.S. community, comprised of partners, donors, funders, volunteers and more.
- Completes day-to-day administrative tasks such as filing, processing mail, ordering office supplies, answering and returning phone calls, and other functions necessary for daily operations.
- Assist with maintenance of google drive and other office accounts
- Maintains and organizes the organization's supply room and filing cabinets.
- Coordinates and tracks mailing projects to the African Road community.
- Provide Executive Director administrative support as needed
- Proofreads and edits a variety of documents such as reports, grant applications, and letters to donors.
- Work with and coordinate the intern and volunteer activities.
- Maintains and organizes Constant Contact.
- Coordinates scheduling and calendars for the team and committees

#### Programs and Events:

- Assists with event coordination including support for planning, tracking registration and sponsorships; interfacing with volunteers, assistance with setup, tear down and transporting event supplies/equipment.
- Assists the Finance Director with tracking and gathering information from a variety of partners and prepare reports for multiple audiences as needed
- Directly supports the Finance Director by assisting with travel coordination for Learning Trips to partner communities in East Africa
- Assists with coordinating and tracking fundraising events/campaigns.
- Coordinate meetings and facilitate regular team calendaring

Other tasks as assigned; the above list is non-exhaustive.

#### Required Qualifications

- Experience with database management with Google Drive and MS Office products.
- Familiarity and experience with nonprofit administration systems
- Familiarity with data entry and CRM platforms

- Working knowledge of general bookkeeping
- Demonstrated ability in written and verbal communication to serve as a point of contact

***Equal Employment Opportunity Statement***

African Road is an equal opportunity employer, committed to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, gender identity, political belief, disability or any other legally protected status. We are committed to the full inclusion of all qualified individuals. As part of this commitment, African Road will ensure that persons with disabilities are provided reasonable accommodations to participate in the application, interview, and hiring process. Alternative formats of this application are available upon request.