

Administrative Operations Coordinator Job Description

Quest Science Center

Reports to CEO

Position: Hourly, Non-exempt

Hours: 30 hours/week, including 2-4 evenings/month and occasional weekends

SUMMARY

The mission of Quest Science Center is to connect everyone in the Tri-Valley to the value of science by offering welcoming, inclusive experiences for people of all ages and backgrounds that inspire and nurture the feeling of belonging and excitement in the exploration of science. Founded in 2018, Quest Science Center is a 501(c)3 nonprofit.

Quest Science Center is currently in the startup stages and seeks a part-time administrative operations coordinator to oversee and manage the administrative operations of the organization. Areas of work include board and committee meetings, communications and logistics, programs and events, fundraising, marketing, and special projects.

PRIMARY DUTIES AND RESPONSIBILITIES

The employee will perform any combination of the essential functions below:

- Serve as a public point of contact
 - Field general inquiries and direct them to the appropriate person
 - Update and maintain mailing list database
- Provide internal organization for staff and board
 - Manage organizational calendar
 - Maintain documents and records in Google Docs
 - Support donor relations, communications, and Salesforce database
 - Assist in planning and coordination of events and programs
 - Provide support for fundraising campaigns
 - Monitor and purchase supplies
- Support board and committee meetings
 - Prepare meeting agendas and documents
 - Communicate with attendees
 - Create and update meeting links and calendar invitations
 - Record meeting minutes and attendance
- Assist with communications activities including monthly newsletter, event notification, website updates, social media, and press releases
- Follow all safety rules and regulations, including active participation in prompt identification and communication of safety hazards
- Other duties as assigned, This position description is not intended to be an exhaustive list of duties associated with this job.

QUALIFICATIONS

- Four or more years of experience working in as an administrative assistant or office manager in a wide-ranging capacity
- Self-starter who can multitask, be responsive, and work independently
- Strong teamwork skills, with flexible and supportive approach
- Strong work ethic
- Strong computer skills including Google Suite, Microsoft Office, Facebook, LinkedIn, general database management, and aptitude to quickly learn functionality of various online platforms
- Strong organizational, interpersonal, verbal and written communication skills
- Proactive in meeting deadlines
- Problem solver with an inclination to develop procedures and systems that can improve efficiency

PREFERRED SKILLS

- Bachelor's degree
- Spanish fluency
- Familiarity with a startup/entrepreneurial organization
- Experience with Salesforce database and Constant Contact is a plus
- Experience working in a science center or museum setting

COMPENSATION

- Paid sick leave, vacation and holidays per Quest policy
- Hourly rate of pay based on education, experience and skills

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Work performed is normally typical office work in a quiet indoor environment and may be primarily done remotely
- While performing the responsibilities of this position, the individual is required to have ambulatory skills sufficient to participate in various organization activities
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Ability to bend, reach with hands and arms, climb stairs, and occasionally lift and/or move up to 25 pounds
- Requires sitting and standing for extended periods of time, operating a computer keyboard and other equipment
- Local travel will occasionally be required

OTHER

- Quest Science Center is an equal opportunity employer (EOE).
- To apply, please send a cover letter and resume, including three references (previous supervisors), to jobs@quest-science.org.