

Organization Type: Membership Non-Profit

Location: Georgetown, Washington DC-Public Transportation Accessible

Position Title: Administrative & Program Coordinator

Schedule 30 hours a week- (Monday through Thursday)

Organization Overview:

Georgetown Village is a nonprofit organization dedicated to helping older adults age safely and confidently in their own homes and neighborhoods. We connect volunteers and members to build a stronger, more caring community, offering services, wellness and educational programs, and social connections that enrich lives and support aging with dignity. In this way we create a caring, supportive, local community to help older adults remain in their own homes.

Position Overview:

We are seeking a warm, organized, and proactive **Administrative & Program Coordinator** to join our small but passionate team! This position is at the heart of our Village — supporting both the day-to-day operations of the office and the success of our programs.

You'll work closely with the Executive Director, our team, board, volunteers, and members, playing a key role in ensuring that our office runs smoothly, our programs are welcoming and well-organized, and that our mission continues to thrive. You will be responsible for ensuring administrative and office operations are developed to support GV's internal activities and external relations. Occasional remote work may be possible, but the majority of the time, in-person office hours are required.

The successful candidate will have extensive computer, organizational and people skills and knowledge as well as the ability to work independently, multitask, take initiative, and finish projects promptly and efficiently with a strong attention to detail.

Responsibilities and Duties

(The job is flexible and not limited to the below, position can be expanded to challenge you and help you expand your skills)

- Manage computer systems; Microsoft Office Suite, member database, website management, etc.
- Answer phone calls and implement clerical work-filing, mailings, new member packets, etc.
- Interact with members, volunteers, donors, etc. with a patient and pleasant manner and can-do attitude
- Maintain and update our website, program calendar and email communications.
- Assist with setting up and breaking down the Village Square space for programs and events.
- Support coordination of member services, volunteers, and program logistics.
- Help maintain a friendly and inclusive environment for members, volunteers, and guests.
- Assist GV members by filling volunteer requests when necessary
- Support fundraising activities including the annual fundraiser, send thank you notes to donors, maintain donor database, spread sheets, mailing lists, mail out invitations, end of year appeals, etc.
- Assist board members with mailings, membership drives, fundraising, etc.

- Member services including tracking membership expiration dates, mailing out renewal notices, invoices, newsletters, maintaining member records, service request database, etc.
- Program coordination including maintaining records of attendance, and entering information into database, attending programs when necessary, assisting with scheduling and room set up and reservations.
- Attend and assist with coordinating special events.

Qualifications and Skills

- Candidates must have a minimum of 2 years Executive Assistant/Office Managerial experience, non-profit experience is a plus
- **Strong work ethic and excellent written and verbal communication skills.**
- **Understands and responds to the needs of a small organization**
- Experience with working with current edition of Microsoft Office Suite, Adobe Acrobat Plus, Word Press, etc.
- Experience with website management and software preferred
- **Social Media Experience is also helpful**
- Ability to quickly learn back-office software, electronic mail systems, etc.
- Ability to work in a fast-paced work environment that requires strong multitasking skills, excellent time management, extreme organization, and self-starter mentality
- Highly organized with a strong attention to detail and follow up, able to work in a cooperative manner with board, members, and volunteers and communicate effectively and meet deadlines.
- Ability to manage multiple tasks in a community-centered environment.
- Excellent interpersonal skills, strategic thinker and results-oriented

Benefits

Opportunity to make a real difference in the lives of seniors and know that you are helping to change the face of aging in America today! You will be part of a welcoming, mission driven organization that makes a real difference in people's lives. Every day offers meaningful connections with neighbors and opportunities to help build a more caring community.

Job type-Part-time, hourly staff position

Monday through Thursday 10 am-6 pm with occasional evening or weekend work

Occasional opportunities for remote work and extra hours

Salary range-\$20-\$25.00 an hour

5 days PTO (after successful completion of 6-month probationary period)

10 days PTO after 12 months

Simple IRA Plan (with up to 3% match after successful completion of probationary period)

To apply:

Send Cover Letter and Resume to Lynn@georgetown-village.org