

## Job Announcement

### Communications & Administrative Coordinator

#### **Description**

Detail-oriented. Skilled database manager. Excellent writer. Willing to go above and beyond expectations. Fast, efficient and organized. Able to anticipate needs and exercise sound judgment.

Do these words describe you? Rochester's influential children's advocacy organization The Children's Agenda is seeking a Communications and Administrative Coordinator to join the team and help manage its growing support, reach and exciting successes.

The job includes diverse database, communications and administrative duties.

#### **Database**

- Manage a growing list of organizational supporters via Salsa database software.
- Coordinate all lists and listservs
- Enter and track new donors and e-advocates

#### **Communications**

- Compose and submit website, social media, and monthly electronic newsletters
- Generate and monitor online analytics
- Promote a positive, engaging image of The Children's Agenda.

#### **Administrative**

- Support the CEO with scheduling and meeting preparation
- Administrative liaison to the Board of Directors
- Attend team meetings and take notes
- Coordinate a master calendar for development projects and deadlines
- Support ongoing fundraising efforts, including writing, editing and/or proofreading foundation proposals and reports, donor letters, etc.

#### **Education and Experience**

Associate's Degree or above preferred. At least three years' experience with increasing levels of responsibility in administrative, clerical, and office support roles with executive or senior management staff. Working knowledge managing databases; prior experience with Salsa™ preferred.

#### **To be a successful candidate, you will also have:**

- Proficiency with multiple tasks and project management in fast-paced environment.
- Advanced proficiency in word processing, spreadsheet, and database management programs.
- Detail-oriented; fast, efficient and well-organized.
- Willing to go above and beyond to exceed expectations.
- Able to autonomously anticipate needs, exercise sound judgment, and also take direction.

Please send cover letter and resume to Michelle Yale, Administrative Director, The Children's Agenda

Email: [Michelle@thechildrensagenda.org](mailto:Michelle@thechildrensagenda.org)

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