



**POSITION TITLE | Administrative Coordinator (Full-Time)**

**COMPENSATION | \$37,500 to \$45,000, plus benefits (based on skillset and relevant experience)**

**BENEFITS |** Relaxed workplace with paid vacation and sick leave, flexible schedules, professional development and continuing education support, health insurance (medical/dental/vision), and savings plans (HSA, 401K).

**THE ROLE |** The Administrative Coordinator has the following primary job functions:

1. 30% - Coordinate basic administrative and HR functions (i.e. invoicing, timesheets, expense statements, etc.).
2. 20% - Provision of logistical and administrative support to staff, Board of Directors, and Committees.
3. 15% - Event planning assistance for organizational events and fundraisers.
4. 15% - Resource development tasks, including donor data maintenance and outreach support.
5. 15% - Public liaison to drop-in clients and callers that greets, addresses questions, and/or connects them with relevant team member/partner agency.
6. 5% - Miscellaneous project support across the organization.

**ABOUT NEIGHBORWORKS |** NeighborWorks Lincoln (NWL) advances affordable housing and strong neighborhoods across the City. Since 1986, the community housing development organization has engaged neighborhoods holistically through education, engagement, and development services. The staff works to create a meaningful and mission-driven environment featuring a high level of autonomy for each of the program areas. Staff function independently, but within a team environment that promotes frequent and strategic collaboration that enriches the work and improves outcomes for residents and neighborhoods alike. NWL is an independent affiliate of NeighborWorks America.

**KNOWLEDGE/SKILLS |** Successful candidates will demonstrate some combination of the following skills:

- Education: High school diploma/equivalency, plus an undergraduate degree OR corollary practical experience
- Experience: Previous work in office administration, resource development, and/or event coordination (preferred)
- Experience: Familiarity with real estate and community development field (helpful but not required)
- Skills: Demonstrated ability to facilitate groups and work effectively in team settings
- Skills: Strong written and oral workplace communication
- Skills: Fluency with Microsoft Office (required) and Google Workspace (preferred)
- Traits: Attention to detail; self-driven, and ability to work independently
- Traits: Comfort with providing mentorship and guidance to associate staff (helpful but not required)
- Traits: While the job has fairly predictable hours, evening/weekend hours are sometimes required
- Traits: Believes in the power of affordable housing to stabilize families and advance neighborhoods

**AFFIRMATIVE HIRING |** NeighborWorks Lincoln is committed to affirmatively furthering fair housing and creates equitable opportunities for all people to live in strong neighborhoods with access to dignified housing. We are committed to inclusion, diversity, and racial equity in all aspects of our work. NWL is an equal opportunity employer committed to seeking out and providing candidates of any race, color, national origin, ethnic background, religion, gender, gender identity, sexual orientation, age, or disability full consideration.

**CONFIDENTIALITY |** NWL understands that the pursuit of new employment can be a worrisome endeavor for anyone with stable employment and is committed to conducting the hiring process with the requisite confidentiality and accommodation requested by each candidate. Please indicate any special requests in your cover letter/email.



**HIRING MOTIVATION** | NWL needs effective, full-time administrative support to ensure team efficacy in the implementation of the organization's strategic plan. With goals in each program area to scale the scope of work and introduce new initiatives, a reliable and high capacity administrator is critical to smooth and efficient operations.

**SCHEDULING** | NWL is supportive of flexible scheduling and remote work and asks that most team members work from the office 60% of the time and are reachable by their peers from 10am and 3pm, daily. Community and professional service and professional development are encouraged, even when conducted during work hours (with sufficient notice).

NOTE: The functions of the Administrative Coordinator role are unique within the office and special care will be taken to define a mutually-agreeable schedule.

**APPLY** | Email the following to Rachael Surmick at [rachael.surmick@nwlincoln.org](mailto:rachael.surmick@nwlincoln.org) (confirmation of receipt will be provided):

- Cover letter (1 page preferred) that explains your interest in the position/organization and any relevant experience
- Resume or Curriculum Vitae

NOTE: A writing sample and professional references will be sought from finalists

*Applications will be accepted on a rolling basis until a hire is made or the search discontinued. Initial applicant review will begin the week of August 8. Incomplete or illegible materials may be rejected. NWL reserves the right to waive requirements or consider applicants that have not formally applied.*