



**Position
Description:
Administrative
Coordinator**

Full-time Non-Exempt position: 37.5 hours/week

Starting Salary Range: \$ 20 - \$22 an hour

Benefits: Health Stipend, Retirement match, 15 holidays,
vacation accrual, and a flexible schedule

Apply by emailing Resume to Jackie@ketchikanwellness.org

Introduction:

The mission of the Ketchikan Wellness Coalition (KWC) is to improve the quality of life for residents by making Ketchikan a healthy, vibrant community where people choose to live. As an umbrella organization supporting several task forces, KWC serves as a collaborative platform for individuals and organizations to work together and achieve greater collective impact.

The Administrative Coordinator provides administrative, operational, and communications support to ensure the effective functioning of KWC's programs, leadership, and daily office operations. This position works closely with the Executive Director, Program Coordinators, and the Board of Directors to support organizational effectiveness, compliance, and community engagement.

Duties and Responsibilities:

This position reports to the Executive Director of the Ketchikan Wellness Coalition. The following statements describe the essential functions of the position and are not intended to be an exhaustive list of all responsibilities, duties, or activities that may be required.

- Provide general office administrative support, including mail handling, phone coverage, correspondence, contact list management, office supply oversight, filing systems, and light office housekeeping.
- Serve as the administrative lead for internal and external communications, managing general email accounts, calendars, and website updates.
- Support Program Coordinators, Task Forces, and leadership with meeting coordination, agenda and packet preparation, documentation, data entry, minute-taking, and follow-up.
- Assist the Executive Director and Board of Directors with meeting logistics, committee support, and ongoing communication regarding operational needs and priorities.
- Support financial and operational processes, including tracking invoices, processing payments, coding expenses, monitoring staff timesheets, and coordinating with the organization's accountant under the direction of the Executive Director.
- Design, update, and maintain the organization's website and create promotional materials, social media graphics, and campaign assets using Canva and other tools under the supervision of the executive director.
- Manage social media communications and public outreach, including Facebook content, event promotion, and dissemination of timely program and resource information under the supervision of the executive director.
- Manage constituent and donor data in Bloomerang and support fundraising activities.

Job Needs:

- High school graduate, or equivalent required.
- Administrative experience recommended but not required.
- Some tasks may require personal use of a vehicle. We consider it an asset to have a driver's license and access to a vehicle, but it is not required.

Qualifications:

- Excellent oral and written communication skills in-person, phone, and virtually.
- Highly organized and detail oriented.
- Proficient in Microsoft Word, Excel, Canva, Outlook, etc.
- Flexible and adaptable with the ability to solve problems.

Process to Apply: Email Resume to jackie@ketchikanwellness.org or call Jackie Yates at 907-225-9355 with any questions.

- Able to prioritize tasks and practice effective time management.
- Collaborative and works as a team player.
- Accepts and integrates supervision and training.
- Self-driven, results-oriented, and community-focused.

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