



## **JOB SPEC Administrative Coordinator**

CONTRACTOR POSITION (home office)  
Part Time +/- 20 Hours per Week  
Potential to Expand

### **Summary**

The Administrative Coordinator will support the Executive Director of Kindness Matters 365 and is accountable to keep KM365's operations and virtual office running smoothly. This position includes a strong technology component.

### **Qualifications:**

- Understanding of and commitment to the KM365 values, mission and vision.
- Excellent verbal and written communication skills; accessible, open, responsive communication style.
- Strong organizational, problem-solving, and analytical skills; ability to manage priorities and workflow.
- Proficiency with Google applications (Google Workspace preferred), Microsoft Word and Excel.
- Experience with Cloud-based data access and sharing software (Dropbox; Google Drive) and Customer relationship management CRM software (Blackbaud ETapestry a plus).
- Working knowledge of document management software (Adobe Systems Adobe Acrobat, Records Management Systems).
- Experience with Content Management Systems such as WordPress is a plus.
- Proven ability to coordinate and work with outside vendors and contractors.

### **Principal Accountabilities:**

- 1) Work closely with the KM365 Executive Director, Staff and Board.
- 2) Oversee day-to-day administrative tasks while developing and maintaining best practices across business.
- 3) Using computers and computer systems to manage information (enter, store, maintain, report). Includes Google Workspace, ETapestry, WordPress CMS.
- 4) Assist with events, business partnerships, speaking engagements, assemblies (scheduling, planning, coordinating, setup, break-down, post survey).
- 5) Answer / respond to KM365 virtual phone, info@KM365 general email, and snail mailbox.
- 6) Attend virtual Weekly Kindness Meetings (WKM) in support of strategic plan task management.
- 7) Support grant writing/administration team.
- 8) Manage "Karma" Kindness Mobile maintenance and schedule in coordination with Programming lead.
- 9) Support HR efforts to maintain KM365 as a coveted place to work and volunteer.
- 10) Keep up-to-date technically and applying new knowledge to the position.

**About the Organization:** Kindness Matters 365 was started in 2008 by one mom in Boca Raton, FL for a group of 40 children. The foundation has grown to a successful 501(c)(3) non-profit organization with thousands of participants in 12 states, including children and teens in pre-school through high school. Through extraordinary programs nourished with Gratitude, Compassion and Kindness, KM365 fosters the wellbeing and development of our youth through education, discovery and community engagement.

Please email your interest and qualifications to [people@km365.org](mailto:people@km365.org). We look forward to hearing from you!

To learn more about us, visit [www.kindnessmatters365.org](http://www.kindnessmatters365.org) or follow Kindness Matters 365 on social

