



Title: Administrative Coordinator

Reports to: Vice President of Finance

Employment Type: Full time, Non-Exempt

Anticipated Start Date: TBD

Starting Wage: \$20.00-\$22.50/hour (tentative)

Population Media Center (PMC) is looking for an Administrative Coordinator to join our team. This full-time position is responsible for a variety of administrative duties, including transaction processing for the Finance and Development departments. This is a great opportunity to join a passionate team of professionals who are driven and inspired by our vision of a sustainable planet with equal rights for all.

Who You Are:

- You are organized, disciplined, possess keen attention to detail, and actively seek out new challenges and creative solutions.
- You are a natural multi-tasker and provide top-notch customer service in a poised, professional manner.
- You are tech savvy and proficient in Office 365 applications and transactional database applications.
- You are a strong writer and swift typist with excellent grammar, editing, and business correspondence skills.
- You support PMC's goals of global population stabilization and related social and health objectives and recognize the power of storytelling and mass media to effect meaningful behavioral and social change.

Key Responsibilities (include but are not limited to):

- Front desk reception; mail, phone, and general email inbox triage
- Maintaining office supplies and equipment
- Calendaring support, materials preparation and note taking for various departmental meetings
- Assisting Finance department with accounts payable processing
- Assisting Development department by processing incoming donations and generating thank you letters in a timely manner
- Digital filing and IT troubleshooting for local and remote staff
- Assisting with travel accommodations, visa applications, and logistics for major meetings and events

Required Qualifications:

- Associate degree or equivalent from a two-year college, 3-5 years relevant experience
- Positive attitude with excellent verbal and written communication skills
- Computer based transactional data systems experience, data entry experience and basic internet research skills
- Proficiency in Windows 10, Office 365 suite
- Valid driver's license and a reliable vehicle
- Satisfactory completion of industry related background checks

Highly Desirable:

- Bachelor's degree preferred
- Skills in graphic editing & design software, Office 365, OneDrive, SharePoint and HRIS.

Location: South Burlington, VT. Occasional local or domestic travel (<5%) may be required.

Who We Are:

Founded in 1998, Population Media Center uses entertainment-education and mass media to promote social and cultural change by addressing the interconnected issues of the full rights of women and girls, population, and the environment. Our goals are to empower people to live healthier and more prosperous lives and to stabilize global population at a level at which people can live sustainably with the world's renewable resources. PMC has developed long-running serial dramas for radio, TV and the web in more than 20 unique languages, helping more than 500 million people live healthier lives. Recently the organization applied its methodology to address social challenges in the United States through its Daytime Emmy-nominated *East Los High* drama on Hulu.

Population Media Center's Vision: A sustainable planet with equal rights for all.

Why Work for Us:

Our tight-knit team is empowered with autonomy and creativity in their day-to-day work and energized by our mission to solve the world's toughest environmental, social, economic, and social justice challenges.

PMC offers its employees a competitive salary and excellent benefits including paid time off, health and dental insurance, employee assistance program and a generous employer 401(K) contribution.

How to Apply:

Submit cover letter and resume to jobs@populationmedia.org. Review of applications and interviewing to begin immediately and continue until the position has been filled.