



Administrative Coordinator- Job Description

Overview

The mission of Bellingham Arts Academy for Youth (BAAY) is to enrich children's lives through the exploration of the arts. Through our programs, we create community, and teach children confidence, character, and creativity. All BAAY staff, board members, and volunteers agree to support the BAAY Way.

The Administrative Coordinator is responsible for supporting the administrative and program staff, and accomplishing day-to-day tasks that keep the organization's financial, programmatic, and physical space needs running smoothly. The Administrative Coordinator reports to and is evaluated by the Executive Director.

Responsibilities

- **COORDINATE EDUARTS PROGRAM:** Serve as Coordinator for BAAY's after-school enrichment program, EduArts. Responsible for the recruitment and management of volunteers, course selection and outreach, site specific class schedule logistics and registration, invoicing, and providing weekly program support to instructors. Communicate regularly with the Executive Director. Keep regular office hours within a typical business day.(averages 12 hours per week)
- **SUPPORT THEATRE PROGRAMS:** track theatre program enrollmentInterface with parent community. Support theatre staff on procuring needed program resources. Keep regular office hours during theatre programs. (averages 8 hours per week)
- **ADMINISTRATION:** Work closely with bookkeeper on invoicing, logging payments, managing accounts receivable, collecting and submitting timesheets. Work with E.D. to develop and maintain appropriate financial controls. Manage email accounts, calendars, staff meeting schedules, and CRM. File and disseminate minutes from staff, board, and committee meetings. Manage space rentals and tenants. Keeps regular office hours within a typical business day. (averages 8 hours per week)
- **PHYSICAL SPACE MANAGEMENT:** Coordinate custodial staff, and ensure that the building is a safe and attractive environment. (averages 2 hours per week)

Qualifications

- Passion for BAAY's mission
- Previous nonprofit or comparable administrative experience
- Fluency in organizational software such as Quickbooks, Google Drive, Customer Relationship Management (CRM) software, etc.



Skills

- Able to work collaboratively and create a strong sense of team amongst staff, interns, volunteers, parents, and board members
- Reliable, organized, and able to manage competing priorities, meet deadlines, and honor agreements
- Creative, self-starting, flexible, and adaptable
- Excellent written and spoken communication skills
- Ability to have fun while getting things done
- Sustainability oriented with strong documentation and record-keeping skills

Hours and Benefits

Position: part-time

Hours: 30 hours weekly with likelihood of more hours during peak registration seasons

Wages: Starting at \$15/hour

To Apply

Send cover letter and resume, with references, to director@baay.org

Recruiting and retaining a diverse workforce is a high priority at BAAY. We do not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, gender identity and expression, political affiliation, marital status, age or any other basis prohibited by law.