STUDENT SUPPORT NETWORK

The Student Support Network, a Baltimore County based nonprofit organization, is seeking a part-time (20 hours) Administrative Coordinator.

We are seeking a highly-organized, reliable, tech-savvy team member who is ready to hit the ground running to support our work helping students in need in Baltimore County!

Duties include:

- Maintaining donor database (Little Green Light/LGL):
    - Documenting donors and partners information and donation and grant data, both monetary and in-kind
    - Sending donor acknowledgements in a timely manner throughout the year, with particular attention to end of year tax deadlines and gala sponsor acknowledgements
    - Creating & updating necessary forms
    - Additional related tasks before and after the annual October fundraising Gala
    - Keeping related email listserv up-to-date (LGL and Constant Contact)
- Process payments and invoices, including check deposits, issuing checks, credit card payments, and ensuring accurate documentation in QuickBooks and LGL
- Process and provide reports
- Assist the Executive Director and other staff with various tasks, as needed. Tasks include, but are not limited to:
    - Assisting as needed at Timonium storage space (e.g. accepting scheduled deliveries, gather items for event, etc)
    - Running Network errands, such as picking up items from the store, getting copies made, etc
    - Assist with meeting planning, including bi-monthly board meeting prep and tasks for annual gala prep
    - Assist bookkeeper in grant reporting by supplying receipts and information, as needed
- Manage general email and voicemail, physical mail, and picture albums

This is a hybrid role with travel required in the Lutherville/Towson area throughout the week.

You will have the opportunity to work with an amazing, dedicated program team who respects flexibility needed for personal matters.

Requirements:

Donor database management experience

QuickBooks Online experience

Tech-savvy, including experience or ability to quickly learn:

- Constant Contact
- Adobe Acrobat
- Zoom management
- MicroSoft, MicroSoft OneDrive, Google Workspace, including Google Drive and Photos
- Canva

Customer service oriented - must be responsive internally and externally in a timely manner

Attention to detail.

Bachelor's Degree required. 2-5 years work experience required.

This role reports to the Executive Director. Pay is $20-$22/hourly; This is a non-benefited position.

Please send resume and cover letter to execdirector@studentsupportnetwork.org. Be sure to put in the Subject Line: Admin. Coord. Position, Your Name.