POSITION DESCRIPTION

Position Title	Part-Time Administrative Coordinator
Location	90% telework, Remainder on site in or around the Eastern Panhandle of West Virginia
Status	Independent Contractor

Organizational Mission: Jefferson County Vision (JCV) is a not-for-profit organization whose mission is to lead legal, political, and community action to support sustainable growth, without heavy industry, and to empower our citizen's voices to ensure clean, transparent government in Jefferson County.

Position Summary: Administrative Coordinator (AC) supporting JCV's board of directors approximately 10 hours per week. The AC will assist in distributing written communications, social media, and fundraising with materials provided by the Board, while also ensuring a smooth flow of day to day operations. The AC should be committed to and knowledgeable about JCV's mission to achieve sustainable growth in Jefferson County without heavy industry.

Duties and Responsibilities:
- Maintain a content calendar of communications, including but not limited to, social media applications, eNewsletters and emails.
- Ensure JCV website is updated with key developments and current events.
- Assist in the implementation of timely communications with supporters and donors through emails, e-newsletters, and social media posts
- Assist with distribution of press releases
- Aid in implementation of mass postal mailings to supporters and the general public
- Update donor information using our Constituent Relationship Management (CRM) database and create reports as requested
- Assist with production of monthly revenue and expense reports as requested
- Set up and manage an online Shopify site to sell JCV merchandise
- Conduct legal research as requested

Qualifications:
- Commitment to the mission of Jefferson County Vision
- Strong proofreading skills
- High-level attention to detail
- Experience managing calendars and tracking multiple tasks
- Basic understanding of CRM's and maintenance of constituent/customer databases
- Proficient in computer use, Google Docs/Sheets and Microsoft Suite, and willingness to learn new systems quickly
- Familiarity with social media, especially Facebook, Twitter and Instagram, as well as targeted social media advertising
- Familiarity with email marketing and eNewsletter creation
- Experience with content management systems, such as: Wordpress and/or Shopify preferred
- Experience with nonprofits is a plus

Physical Demands and Work Environment:
- Should be comfortable with working on the phone, video or computer for an extended period of time
- Must have access to reliable and password protected Internet from which to work
- Must respect the privacy surrounding supporters, donors and maintain a high standard of security consciousness surrounding their data.
- Must maintain a strict level of confidentiality surrounding research and legal proceedings.