



Position Available: Administrative Coordinator

The International Association for College Admission Counseling (International ACAC) is a non-profit membership association comprised of members who share in the mission *to facilitate global interaction among counselors and institutions in support of secondary students transitioning to higher education while promoting professional standards that fosters ethical and social responsibility.* With over 3,000 members from over 90 countries, with members representing secondary counselors, college and university admissions, individuals and organizations, the organization's headquarters, located in Northern Virginia, seeks an **Administrative Coordinator** to join our dynamic team.

BASIC RESPONSIBILITIES

The Administrative Coordinator (AC) for International ACAC provides organizational and administrative support to the International ACAC Executive Board and their activities, and works directly with the Executive Director and Assistant Director. The individual is expected to work semi-independently and manage multiple projects at one time.

Specific responsibilities include, but are not limited to, the following:

Communications

- Respond to general inquiries about International ACAC and support management of the International ACAC general email account. The incumbent is one of the key “faces” of the Association and is expected to represent International ACAC in a highly professional manner at all times.
- Assist with maintaining and updating the International ACAC website, publishing of quarterly newsletters, and other social media outreach to the International ACAC membership.
- Support member communications via messaging, monthly bulletins, updates and other special outreach as needed.

Membership Support

- Assist with management of International ACAC membership database.
- Update member profiles as needed and ensure accurate and up-to-date records.
- Process membership applications, payments, and invoicing.
- Conduct member data analysis quarterly, coordinating with membership services.
- Manage events calendar, job listings, and other member services provided through the website.

Database Management

- Assist with management of the organization's member database.
- Build forms to support annual cycle of events and organization activities.
- Provide member data and analysis in support of Board members' needs.
- Support Executive Director in maintaining record management for the organization, including electronic documents, paper files, and digital archiving.

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Annual Conference and Regional Institute Planning

- Support Executive Director, Assistant Director, President-Elect and members of the Board in the planning of the annual summer Conference.
- Prepare forms, update website, process payments, update member profiles and process transfer requests.
- Manage Conference email messages.
- Coordinate issuing visa/invitation letters as requested.
- Assist with Conference planning tasks as assigned.
- Prepare Conference evaluation, assist with summary reports, session feedback, etc.
- Attend annual Conference; provide on-site support (24/7 availability required).
- Regional Institute Support to Special Projects Coordinator as needed, including forms, updating website, and payment processing.

Organizational Support

- Support financial management, to include payment processing, deposits and record-keeping.
- Provide webinar administrative support, working with Webinar planning team, posts recorded webinar and presentations on website and follow-up with record-keeping and analysis.
- Update website updating as needed; new article development, calendar, etc.
- Provide support to Executive Director and/or Board members/committees on specific initiatives.

Additional Duties may be assigned, as needed, by the Executive Director or Presidential Team.

DESIRED QUALIFICATIONS

The ideal candidate will have previous technological expertise with database management, the internet, and social media. Excellent communication and customer service skills, strong writing ability, and proven problem-solving skills are desired. The candidate will have experience in working with an international clientele and an appreciation for the diversity (geographical, cultural, and linguistic) of our membership. Language fluency is a plus. Candidates should have experience working with non-profit organizations, and the flexibility to work a geographically diverse Board of Directors and membership that is located primarily outside the United States. A bachelor's degree is required for this position.

TERMS OF EMPLOYMENT

The AC serves at the will of the Board as full-time, salaried employee. The position is located at International ACAC's office located in Arlington, Virginia. Normal office hours are Monday through Friday, 9AM to 5PM.

Leave benefits, provided on an annual basis, include three weeks of paid vacation (requested and approved in advance, and will be subject to the workload and needs of the organization), one week of paid sick leave, and three paid personal days. Additionally, employees receive time off for U.S. federal holidays. Telecommuting is offered to employees on occasion, due to weather or other circumstances, and must be approved in advance.

Benefits do not include insurance (dental, health or life). However, International ACAC does provide a monthly contribution towards medical insurance costs and this amount is included in the annual salary for this position. Workman's Compensation and Short-Term Disability insurance is provided by International ACAC.

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The AC will receive reimbursement for expenses related to attendance at meetings and conferences, and for other expenses incurred in the exercise of his/her responsibilities as deemed necessary by the Board. Attendance at the annual summer conference is required, as is 24/7 availability for the duration of the event.

TO APPLY

Interested candidates should submit a resume and cover letter to careers@internationalacac.org, outlining relevant experience and skills.

No phone calls please.

Closing date to submit applications is January 22, 2019.