



**Community Wealth Ventures, Inc.
Administrative Coordinator
Job Description**

Community Wealth Ventures (CWV) is a leading management consulting firm that emboldens and equips leadership teams to innovate, grow and sustain organizations that build a better world. CWV offers strategy and implementation services to nonprofit organizations and philanthropic foundations. CWV partners with its clients to design and implement innovative approaches to growth and sustainability. CWV supports nonprofit sustainability through a variety of strategies, with core expertise in social enterprise and social franchising. CWV's collaborative approach to consulting focuses on equipping leadership teams with the skills needed to execute the strategy.

CWV is a wholly-owned, for-profit subsidiary of Share Our Strength, a leading anti-hunger and anti-poverty organization. Profits generated from CWV's consulting services support Share Our Strength's anti-hunger mission. CWV is based in Washington, DC but serves clients across the country.

Position Summary:

The Administrative Coordinator (AC) will facilitate the efficient running of a busy corporate office by providing operations support for members of management and project teams. The AC will interact daily with CWV's highly energetic and committed team of consulting professionals and be exposed to the organization's work with innovative nonprofit organizations.

Reporting to the Director of Operations and supporting firm-wide consulting projects, the AC will participate at some level in almost every aspect of firm administration, as well as some areas of sales and marketing.

Responsibilities:

Consulting Support

- Provide logistical support for projects such as material production, travel arrangements, and meeting coordination;
- Maintain subscriptions for market research tools, books & periodicals, etc.;
- Maintain quality of documents and presentations through accurate proofing and formatting services; and
- Assist with configuration and reporting from the firm's project management system.

Accounting

- In collaboration with the Director of Operations and the firm accountant, perform accounting tasks such as time reporting, accounts payable, accounts receivable, and other financial tasks as needed.

Human Resources

- Provide logistical support for recruiting;
- Plan team recognition events; and
- Assist with the on-boarding of new employees.

Facilities Management & Procurement

- Serve as the initial point of contact for the firm by managing incoming calls and general email inquiries; and

- Maintain inventory and appropriate stock levels of equipment and supplies.

Executive Support

- Provide administrative support to the President and Vice-president, as needed.

Sales and Marketing

- Perform simple website updates, as needed;
- Support layout/formatting of CWV quarterly electronic newsletter;
- Support the development and inventory of project meeting, sales and marketing materials;
- Support sales teams with sales meeting logistics;
- Maintain records in firm's customer relationship management system; and
- Manage mass mailings for various projects, as needed.

Qualifications:

- Bachelor's Degree with 2+ years of related administrative experience in busy office setting.
- Ability to interact diplomatically and professionally with all levels of staff, vendors, and high-profile external contacts.
- Advanced knowledge of Microsoft Office applications.
- Strong organizational skills with high attention to detail.
- Excellent writing, editing, communication skills.
- Resourcefulness and the ability to handle multiple projects in a fast-paced environment with frequent interruptions, work independently, prioritize tasks, take initiative and work with confidential information.
- Professional maturity and a sense of humor a plus.

Salary and Benefits:

Salary is commensurate with experience. Community Wealth Ventures offers a comprehensive benefits package, including life insurance, health and dental insurance, long-term disability, short-term disability, 401K, commuter benefits and flexible spending accounts. Additionally, Community Wealth Ventures generously offers three weeks paid vacation, eight sick days and four personal days per calendar year.

Location:

This position is based in Washington, DC.

To Apply:

Please email resume and cover letter with the subject line 'Administrative Coordinator' to jobs@communitywealth.com

For more information, please visit www.communitywealth.com.

Community Wealth Ventures is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. CWV does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. CWV is committed to creating a dynamic work environment that values team work, collaboration, creativity, and diversity.