



Business Administration Lead

Part-Time | Avg. 30 Hours per Week | W-2 Employee

Reports to: Founder, Bridget Y. Samuel

Works closely with: Founder, Learning Lead, Capacity Coaches

Status: Part-Time, scaling to 30 hours per week, requiring consistent weekday availability during standard business hours.

Compensation: \$28–\$32 per hour

Location: Remote, with local availability for occasional in-person meetings

About VESTEDin™

VESTEDin™ is a mission-driven consulting firm that supports nonprofit leaders and organizations to strengthen capacity, leadership, and impact. Our work centers on human-centered design, practical tools, and real-world implementation.

As a small and growing firm, we operate with a lean team structure, clear role ownership, and a culture of guided autonomy. Each team member plays a meaningful role in ensuring our programs and operations run smoothly.

Role Overview

The Business Administration Lead serves as the operational backbone of VESTEDin™. This role supports the Founder and internal team by coordinating administrative systems, managing the scheduling infrastructure, and maintaining operational stability, enabling the team to focus on program delivery and impact.

This role is execution-focused and responsible for maintaining internal systems, documentation, and administrative workflows. It does not own program operations or make programmatic decisions.

Key Responsibilities

Founder & Team Support

- Manage the Founder's calendar and scheduling
- Coordinate internal team meetings and logistics
- Provide general administrative coordination to support the internal team workflow

Scheduling & Administrative Systems

- Maintain calendar systems and scheduling tools
- Create and manage Zoom or Google Meet links for meetings
- Coordinate meeting invitations, reminders, and logistics
- Ensure meetings are scheduled with appropriate lead time
- Execute scheduling based on established workflows

Knowledge Management & Systems

- Maintain trackers, templates, and SOPs
- Maintain a system of record (Google Workspace/Notion) as the single source of truth
- Ensure all trackers, templates, and SOPs are current and consistently used
- Maintain organized file systems and documentation within Google Workspace
- Implement and maintain consistent naming conventions

Data & Reporting Support

- Maintain internal dashboards (sessions, coaching hours, participation)
- Compile inputs and maintain structured data for reports
- Support report preparation using templates and AI-generated drafts

Task & Workflow Tracking

- Track action items and dependencies from team meetings
- Maintain task tracking systems and follow-ups

HR & Payroll Administration

- Process payroll in Gusto based on approved hours
- Manage employee and contractor onboarding workflows
- Maintain personnel documentation and records
- Coordinate benefits enrollment logistics

Compensation decisions, HR policy, and personnel management remain the responsibility of the Founder.

Financial & Administrative Coordination

- Prepare invoices and coordinate billing processes
- Route contracts for signatures and maintain documentation
- Coordinate with the CPA when needed

Program Administrative Support

- Upload and organize program materials
- Support internal team logistics

Communications & Website Updates

- Post website updates when content is provided
- Schedule social media posts prepared by the team
- Maintain organization of communications assets
- Ensure templates, documents, and communications reflect VESTEDin™'s voice, tone, and visual standards

Operational Organization

- Maintain an organized digital infrastructure
- Ensure operational workflows remain clear and manageable
- Assist with administrative preparation for reporting processes

Technology Environment

We are an Apple Environment currently using Google Workspace, Gusto, GoDaddy, Zoom, Calendly, Mighty Networks, Fireflies, Canva, Notion, and ChatGPT

This role is not expected to be a deep technical specialist, but should be comfortable learning tools and figuring things out. When technical optimization exceeds internal expertise (e.g., Google Workspace configuration, automation setup, platform integrations), the role may engage external specialists, subject to prior budget approval from the Founder.

Working Style & Expectations

This role operates within VESTEDin™'s Guided Autonomy leadership model. This means the Business Administration Lead

- Works independently within clearly defined responsibilities
- Takes initiative within the defined administrative scope and escalates program-related questions
- Maintains strong organization and attention to detail
- Communicates clearly when questions or issues arise

Major operational changes should be discussed with the Founder before implementation.

Qualifications

Preferred Experience

- 5+ years of administrative or business operations experience
- Strong proficiency with Google Workspace (required)
- Experience coordinating scheduling and administrative systems
- Experience supporting payroll or HR administrative processes within Gusto or similar systems
- Comfort using AI tools to support efficiency and documentation

Personal Attributes

The ideal candidate is:

- Highly organized and detail-oriented
- Calm and dependable
- Curious and willing to learn new tools
- Comfortable working in a small, collaborative team

This role is best suited for someone who enjoys creating order and helping things run smoothly, and who values being part of a mission-driven culture and contributing to its long-term success.

Additional Information

This job description describes only the essential functions. VESTEDin™ reserves the right to modify duties and responsibilities as business needs evolve.

How to Apply

Please complete the VESTEDin™ [Business Administration Lead Application](#). We currently do not need a resume or cover letter. Thank you for your interest.

VESTEDin™ is an equal opportunity employer committed to creating a respectful and inclusive work environment. We encourage candidates who align with our mission and values to apply.