

Opportunity: Administrative Coordinator



Who we are

Rudd Resources LLC is a communications and public affairs firm that specializes in communications strategies and programs for philanthropies, nonprofit organizations and equity-engaged businesses. Our agency's work advances people, communities and ideas. We are seeking an administrative maestro (or diva) who loves tiny details as much as the big picture to serve as our Administrative Coordinator and grow with our agency.

The Administrative Coordinator provides administrative support to the agency's leadership, working from Rudd Resources' offices in Englewood and/or Auburn Gresham, as directed. (Note: During COVID-19, all employees are following public health guidelines and working from home.)

Title: Administrative Coordinator

Seniority level: Coordinator

Employment type: Full-time (37.5-40 hours per week)

Salary: \$35,000 to \$40,000, based on experience

Benefits: Medical, vision & dental insurance, remote work options, paid time off and participation in a retirement savings plan

Reporting and supervision: The Administrative Coordinate reports to the agency leadership, and will have check-ins with a supervisor at least twice monthly, and receive annual professional performance reviews.

Overview

The Administrative Coordinator will provide direct support to the agency's leadership and as such, will be expected to manage, coordinate and/or support a diverse number of tasks and duties that are parts of the engine that keeps our business moving. From handling operational duties (including payroll and accounts payables), to scheduling, planning and documenting meetings, the successful candidate is someone who has administrative and budgeting experience and an interest in creating processes. Candidates should enjoy encouraging others to succeed and want to play an important role in growing a Black-owned company. Finally, this person also will spend time working in Microsoft Office and should be prepared to demonstrate knowledge of the programs.

Preferred candidates (Qualifications)

Successful candidates will have five or more years of administrative and office experience in the role of receptionist, secretary, administrative assistant, executive assistant or similar position. Other qualifications include:

- High-school diploma or general education equivalent; some college education is preferred (office administration, English or a related field of study)
- Demonstrated experience handling sensitive and confidential information and materials
- Good reading and writing skills
 - able to comprehend information communicated verbally or sent digitally
 - able to compose basic sentences to communicate information
- Basic math skills (addition, subtraction, multiplication and percentages)
- Expert skills with the Microsoft Office suite of programs (Word, Excel and PowerPoint)
- Understanding of cloud-based programs, including Google Drive and Office 365
- Typing skills on the QWERTY keyboard (at a speed of at least 25 words per minute)



- Traits that include strong listening and service leadership skills; must be coachable and willing to receive feedback, criticism and correction; must be highly trustworthy and able to work independently and with a team; should be very curious, a person interested in learning
- Not required but a plus would be:
 - experience with Excel pivot tables
 - bilingual (Spanish, Arabic or Chinese) reading or writing skills
 - familiarity with social media platforms and tools (in particular, Sprout Social, Reddit, Twitter, Instagram and LinkedIn)
 - experience handling accounts receivables (vendor invoices)

General responsibilities

The Administrative Assistant provides administrative support to the leaders of the Rudd Resources team as directed. This team member will perform the following tasks:

- Provide administrative support
 - Handle incoming invoices and prepare them for payment (e.g., accounts payable)
 - Handle agency payroll and paid-time off tracking
 - Schedule internal and external meetings, and making and returning phone calls
 - Draft Word and PowerPoint presentations for client projects
 - Create and maintain Excel databases of contact and project information
 - Conduct research on vendors, media and other topics as needed
 - Help maintain client databases
 - Perform other editorial and administrative tasks as assigned
- Handle client service responsibilities, such as memo preparation and meeting note-taking, while maintaining confidentiality with respect to clients' strategies, projects or products
- Be an ethical, trusted and reliable member of our team
 - Ensure good fiscal management of the agency's resources and budgets
 - Direct vendors as necessary
 - Use the cloud- and desktop-based software programs we use to work collaboratively and to safeguard the creative products of the agency and our clients
 - Adhere to all organizational policies and follow workplace rules, customs and courtesies to create and sustain a healthy work environment for self and others
- Be able to take on physical/mental/environmental demands that include but are not limited to
 - Tolerance for prolonged and continuous stationary periods at a desk/computer
 - Ability to move throughout and in/out of the office to attend meetings or work in other buildings
 - Ability to push, pull, lift and/or move up to 10 pounds
 - Ability to operate controls for computers and other equipment
 - Ability to travel within the Chicagoland region by public transit or private car for off-site meetings and events
 - Ability to work occasional evening and/or weekend hours, generally with at least 24 hours of notice

Where to Apply

Submit your cover letter and resume (no longer than 3 pages, please) to HR@ruddresources.net. Please put "Administrative Coordinator" and your last name in your subject line. Credentials will be accepted through February 1, 2021. Our hope is to welcome this new team member to our agency by March 1. **No phone calls, please.**