



About our agency

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.

Position overview

The Agency Coordinator (AC) provide directs support to the agency’s executive team, coordinating a diverse number of tasks and duties that keep our business on track. The AC handles operational duties that include accounts payable, precise data entry and management, precise task entry, supply inventory and ordering, and meeting scheduling, planning and documentation. The AC coordinates event planning and support, and community engagement and community outreach, for the agency and across agency clients. The AC’s primary client is the agency itself, and so the AC also supports social media and marketing for and of the agency. The AC is someone who values process and steps, has a high attention to detail and thrives in a fast-paced, creative environment.

Title	Agency Coordinator
Team	Administration
Level	Coordinator
Type	Full-time (40 hrs per week)
Salary range	\$44,000 and \$50,000 per year, based on experience
Benefits	Employer-supported (75%) medical & dental insurance; employer-paid vision coverage; employer-paid short- and long-term disability and AD&D insurance; remote work options; paid time off; and, a retirement savings plan with employer match.
Other	The is an on-site role (working in office 4-5 days a week). This role reports to the director of operations.

Position details

- Provide general administrative support
- Support accounts payable (invoices and expense tracking)
- Schedule internal and external meetings
- Make and return phone calls
- Create posts for the agency’s social media accounts
- Maintain agency marketing materials (case studies, 1-pager)
- Use Microsoft Office products to take meeting notes, draft memos and presentations, create and maintain databases
- Use cloud-based software to enter and monitor agency data
- Conduct research on vendors, media and other topics as needed
- Perform other editorial and administrative tasks as assigned



Position description

Agency Coordinator

General expectations

- Adhere to all organizational policies, workplace rules, customs, and courtesies to create and sustain a healthy work environment for everyone
- Support the agency's relationships with and overall service to its clients
- Maintain confidentiality with respect to clients' strategies, projects or products
- Contribute to the maintenance of client databases and project summaries
- Support agency marketing (preparing case studies, writing blog content, preparing award submissions, and networking at and serving with industry activities, etc.)
- Consistently demonstrate self-motivation, ability to be self-directed and organizational skills
- Manage all tasks assigned with ethics and accuracy
- Consistently demonstrate excellent reading and writing skills
- Schedule and participate in internal and external meetings
- Be able to attend off-site meetings (must be able to travel across the Chicagoland area for meetings and events)
- Maintain a high level of proficiency with Microsoft Office products (Word, Excel and PowerPoint, especially) and use them and other relevant software programs to execute and safeguard the creative products of the agency and its client
- Utilize project management tools (e.g., Big Time, Basecamp) to track work, track productivity and meet deadlines
- Ensure good fiscal management of the agency's resources and budgets
- 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 participate in virtual meetings, on camera
 - 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