Job Announcement
Office Coordinator

Who We Are

Arlington Independent Media builds our community by bringing independent voices together to exchange ideas, opinions, and artistic expressions. By providing comprehensive basic training, master-level advanced instruction, fully equipped video and audio production facilities, content rich websites, cable TV channels, and a locally focused broadcast radio station, we make people producers, not just consumers, of media.

Position Summary

The Office Coordinator is the front line administrative person for Arlington Independent Media. The Office Coordinator, as the first point of contact, conveys the image of AIM to the public and is essential to maintaining the professional image in the organization. The office coordinator is also the confidential assistant to the CEO and provides administrative support to all staff. This position reports to the organization’s CEO.

Primary Duties

- Confidential assistant to the CEO and COO assisting with HR and financial activities.
- Post payables and generates checks / payments / deposits. Generates invoices for all contract services. Works with bookkeeper to ensure accurate posting of payables and receivables.
- Maintains records of all donations and contributions. Ensures acknowledgements are sent in a timely manner.
- Coordinates purchasing and receiving of supplies and equipment as approved by the CEO and/or COO. Issues purchase orders, places orders, and tracks delivery of items ordered.
- Processes memberships and renewals. Registers members for classes and provides necessary administrative support to instructors.
- Coordinate mass emails to the membership (board meetings, Covid-19 updates, etc).
- Key operator for all office equipment other than computer network. Coordinates maintenance and repair of office copier, phone system, and voicemail.
- Maintains primary responsibility of reception duties during office hours and provides information to callers; announces and forwards outside calls, greets guests and arranges coverage for the reception area during breaks, lunches and other absences.
- Organizes incoming and outgoing mail in a timely manner, processes bulk mailings.
- Maintains a neat, orderly, and welcoming reception area.
- Makes copies, sends faxes, prepares documents and letters, prints labels and other administrative tasks to support the staff.
- Takes and provides clear notes at staff meetings.
- Coordinates special projects as assigned by the CEO/COO.
- Other duties as assigned.
Essential Knowledge, Skills and Abilities

- Direct experience using QuickBooks is required; basic bookkeeping knowledge and data entry skills are necessary.
- Experience managing office environment for effectiveness and efficiency.
- Comprehensive knowledge of standard office practices, equipment and software specifically Microsoft Office Suite.
- Strong verbal and written communication skills, with a command of business English and spelling. Additional language skills a plus.

Personal Qualities

- Ability to engage with membership, the public and staff in a pleasant and professional manner.
- Demonstrated organizational ability, a self-starter, able to work productively without direct supervision.
- Willingness to work as part of a team and/or independently as needs require
- A sense of humor, tact, and diplomacy and desire to work in a dynamic environment with diverse clientele.
- Tolerance of all cultures, music and art forms.

Education and Experience

- Minimum of 2 years of experience as an administrative staff person in a professional office environment.
- High School diploma or equivalent required.
- Experience with content management websites and relationship databases a plus.

Equal Opportunity Commitment and Covid-19 Practices

Arlington Independent Media is an equal opportunity employer. We respect, value and celebrate the unique attributes, characteristics and perspectives that make each person who they are. We do not discriminate based on an individual's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, citizenship, veteran or military status and other personal characteristics protected by law. Knowledge of a language other than English is a plus.

We are committed to the health of our employees and the community we serve. AIM staff are required to be vaccinated from COVID-19 and to follow the safety guidelines from the CDC and Arlington County during work hours. We will consider accommodations.

Compensation

Salary range $40,000 – $50,000 annually commensurate with qualifications and experience, along with benefits package including, medical, dental, vision, retirement, annual, and sick leave.

Application Process

Please submit resume and introductory cover letter conveying your interest and qualifications to: HumanResources@ArlingtonMedia.org, by 5:00PM, Monday, February 7, 2022.