



Administrative Coordinator

Position Summary

Provides high-level administrative and organizational support to the President/CEO and assists with operations of LeadingAge Kansas and its affiliated organizations. Manages board and program management logistics, database administration, scheduling, and communication coordination. Ensure the smooth and efficient operation of the executive office and supports organizational governance.

Qualifications

- Minimum high school diploma or equivalent; associate or bachelor's degree preferred
- Experience in administrative support, data management, or office operations preferred
- Strong organizational and time-management skills with attention to detail
- Excellent interpersonal, written, and verbal communication skills
- Proficient in Word Processing, database management and reporting, and online meeting platforms
- Ability to manage multiple tasks and deadlines independently
- Professional judgment and discretion when handling sensitive information
- Some travel required

Physical Demands

- Lift and move items up to thirty (30) pounds
- Sit, stand, and walk for extended periods of time
- Ability to work on computer for hours at a time and concentrate on detailed information
- Must be able to speak and listen effectively

Status

Full-Time, Non-Exempt

Reports To

President/CEO

Job Duties

A. Executive Support

- Provide executive level support to the President/CEO including scheduling, correspondence, meeting preparation and activity coordination for LeadingAge Kansas, Foundation, KING and EBI
- Prepare and distribute agendas, minutes, and materials for board meetings
- Manage calendars, travel arrangements, and event logistics for leadership
- Serve as primary administrative liaison for internal and external partners

B. Operations

- Order office supplies and equipment
- Track and manage office inventory

- Open office mail
- Support office operations and special projects as needed

C. Event and Program Support

- Assist with the continuing education (CEU) process, including participant tracking and certificate preparation
- Support the Associate Director of Communication and Events with conference preparation, registration management, and on-site coordination
- Assist with administration of Foundation scholarship program

D. Data Management

- Maintain and update membership data within the association database
- Assist with tracking member engagement metrics

E. Misc. Duties

- Track and coordinate logistics for membership visits
- Serve on-site for Spring and Fall Conferences and other key events as needed
- Assist with other duties and projects as assigned