



GREATER WICHITA PARTNERSHIP

Administrative Coordinator

August 2019

ABOUT THE GREATER WICHITA PARTNERSHIP

The mission of the Greater Wichita Partnership is to align resources and focus the business community on common strategies that fast-forward economic growth in Wichita and South Central Kansas. The Partnership focuses on three key priorities to advance economic development: jobs, talent and quality of place.

POSITION DESCRIPTION

The duties of the Greater Wichita Partnership's Administrative Coordinator will include but not be limited to the following:

- Provide office management and reception support
 - Provide office reception to include answering of telephones, taking detailed messages, coordinating meetings.
 - Provide excellent customer service and create a welcoming atmosphere for all guests.
 - Serve as office manager and operational support, including the inventory, purchase and ordering of office and kitchen supplies; meeting room presentation and readiness; and the physical environment of the office, such as equipment maintenance, service provider communication, and management of security system calls and alerts.
 - Open, sort and distribute mail and other correspondence, including coordination with staff on invoices and other documents needed to distribute to the Finance Team.
 - Serve as travel coordinator for all staff, which may include airline, hotel and meal reservations as well as coordination and communication of itineraries.
 - Organize and maintain sound document management, retention and storage procedures.
- Provide administrative and scheduling support for the President of the organization
 - Manage and maintain the President's calendar
 - Coordinate and schedule appointments with external partners/individuals for the President.
 - All other duties assigned by the President.
- Provide event management and support for the organization's Boards of Directors and volunteer committees
 - Provide event management support and planning, both onsite and at other locations, to include facilities, catering of food and/or beverages, room set up and

- clean up, directions, issuance of RSVP-type correspondence and arranging for speakers' accommodations and other needs.
- Support the various Boards, committees and volunteer groups of the organization including the recording of official minutes and preparing routine agendas, email and other written correspondence.
- Support executive staff members
 - Oversee/assist with various clerical support projects ranging from scheduling of meetings and calendar management, mass mailings, data entry or outbound phone calls.
 - Complete and code personal expense and business credit card charge reports and submit to the Finance Team by the established deadline.

ESSENTIAL WORK TASKS

The Administrative Coordinator serves in a key coordination role in which to ensure:

- (1) The President has the correct calendar/schedule information and related communication at all times, with all parties aware of appointments.
- (2) Guests receive an exceptional first impression and returning visitors and partners are treated with respect and care via all types of interaction (telephone, in person, email and other correspondence).
- (3) The office and meeting spaces are presentable and ready for guests and staff.
- (4) Events are professionally managed and staff, presenters and/or invitees are aware of logistics and expectations.
- (5) Board meeting minutes are correctly recorded and reported for historical documentation on initiatives, use of funding, and regulatory and other compliance.
- (6) Financial and other commitments are reviewed timely for action in order to sustain important partner relationships.
- (7) The President of the organization, all staff and Board members can function effectively and efficiently with trust and confidence in the duties and tasks performed by the Administrative Coordinator.

The ideal candidate has an outgoing, yet humble personality, who is unafraid to connect with the President and all staff, within the appropriate time and method, about issues in need of attention, including: (a) public, media or other requests, complaints or concerns that need responses; (b) office procedures and relationships; and (c) recommendations for office administration and customer relations.

TRAINING AND EXPERIENCE

Bachelor's degree or associate's degree preferred in business administration, management, human resources or related fields. Experience in office management, event planning, executive support or communications can be substituted for a degree, with three to four years of related experience preferred. The Greater Wichita Partnership reserves the right to evaluate related experience and determine its relevance to the position's expectations and requirements.



SKILLS, KNOWLEDGE AND ABILITIES

Skill and proficiency in the utilization of Windows operating systems and applications including but not limited to, Microsoft Office Suite, including calendaring and scheduling in Outlook and Outlook 365.

Professional, pro-active, self-motivated individual with the ability to communicate effectively and confidently with staff, partners, guests and investors at all levels.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, including business writing, conversational and telephone skills.

Ability to be punctual and reliable.

Ability to occasionally work prior to 8:00 am and after 5:00 pm and some weekends.

Ability to legally drive and insure a personal vehicle and occasionally use it for business purposes, with subsequent reimbursement by mile.

Ability to maintain absolute confidentiality in regard to all office conversations, events, visitors, communications, travel, appointments, meetings and planning.

COMPENSATION AND BENEFITS

Compensation is commensurate based on experience and qualifications. The position is not eligible for overtime compensation, but every effort is made to recognize excess time worked and adjust schedules accordingly when work allows.

Benefits package includes company-sponsored health and dental insurance plan, paid sick leave, vacation time and holidays and an employer-paid life and long-term disability insurance plan.

Employee can also participate in 401(k) retirement savings plan with an employer match.

The Greater Wichita Partnership is an equal opportunity employer.

Please include resume, cover letter and references via email only preferably in pdf format to:

Sheryl Weller
Chief Financial Officer/Human Resources
Greater Wichita Partnership
sheryl@greaterwichtapartnership.org