

Administrative Coordinator Position

REPORTS TO: Chief Operating Officer

LOCATION: Southeast Michigan

DUTIES & RESPONSIBILITIES: This position plays an integral role in the strategic operation and organizational strength of the Autoimmune Association. The Administrative Coordinator will ensure the smooth running of office operations and stakeholder engagement, including:

- Work closely with the CEO and COO to ensure that the team's work supports and advances the strategic goals of the Association.
- Serve as the primary contact for monitoring, responding to, and delegating queries received in the hello@autoimmune.org email account and via the Association's main phone line in an efficient and timely manner.
- Provide general administrative support to the leadership team, including scheduling, meeting logistics, and follow-up.
- Provide support for the Association's communication channels and assist with website updates, development and dissemination of newsletters, and social media campaigns.
- Provide administrative support for the Association's certifications and applications for the Combined Federal Campaign.
- Maintain the Association's stakeholder contact lists.
- Maintain the Association's information technology account administration and shared drive in partnership with Virtual IT team.
- Advance the Association's mission and values.
- Demonstrate a positive, collegial attitude and strong work ethic.
- Carry out other duties, as assigned.

QUALIFICATIONS:

- Administrative/Executive Assistant experience (minimum 3 years); nonprofit preferred
- Experience with social media
- Exemplary writing and verbal communication
- High level of attention to detail and accuracy
- Excellent problem-solving, organizational, research, and analytical skills
- Must exercise independent discretion, good judgment, and professionalism
- Self-starter and goal driven
- Strong knowledge of Zoom, Microsoft 365 including Excel, Word, Outlook
- Familiarity with autoimmune diseases/medical terminology, preferred
- Ability to work remotely as needed
- Ability to work independently and as part of a team
- Ability to perform light duties as typical in an office environment

Qualified candidates should submit a cover letter and resume to hello@autoimmune.org, with the subject line Administrative Coordinator, no later than Friday, November 15, 2021.

About the Autoimmune Association

The Autoimmune Association is the world's leading nonprofit organization dedicated to autoimmune advocacy, awareness, education, and research. Its mission is to lead the fight against autoimmune disease by collaborating to improve healthcare, advance research, and support the community through every step of the journey.

For more information, visit www.autoimmune.org.

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