

Administrative Coordinator Recruitment Announcement

The Business & Education Partnership (BEP) seeks an independent contractor to serve the organization as an Administrative Coordinator. This **part-time** position reports to the BEP Board President.

About the Organization

The BEP mission is to deliver resources and programs to help students in Madison develop an understanding of business fundamentals. The organization seeks to offer businesses multiple opportunities to share their experiences with teachers and students in 8th through 12th grades as to how business concepts apply in workplace settings and in life. It is a membership organization that relies on the generous volunteer and financial contributions of businesses and philanthropists throughout the greater Madison area. <http://www.bepmadison.org>

About the Position

The Administrative Coordinator provides administrative support to the BEP Board and committees, project and event management for BEP-directed functions, logistical support for volunteer recruitment, and implementation support for BEP programs. Currently, this position also works cooperatively with liaisons from the Madison Metropolitan School District, Edgewood High School and the Greater Madison Chamber of Commerce to implement activities.

The BEP is seeking someone who can:

- Learn about and appreciate the organization's history, knowledge, strategic direction, culture & constituents
- Maintain and prepare official organizational records, including but not limited to meeting notices, calendars, minutes, project/program reports, membership records and correspondence
- Plan, coordinate, document and implement activities of designated programs, events and projects to ensure that objectives are accomplished within prescribed time frame and resource parameters
- Recruit, support and prepare volunteers for involvement in programs and events, based on expectations established by the committee and/or Board
- Collaborate with volunteer and in-kind positions to advance the mission and objectives of the organization

The ideal candidate will have a proven track record in project management and a history of maintaining strong working relationships with divergent personalities. This individual will be pragmatic and responsive with a practical understanding of nonprofit dynamics and working with volunteers. The successful candidate will demonstrate an appreciation for the BEP mission and excitement about providing administrative skills to support its future. The person could come from a nonprofit, corporate or public sector background. Specific experiences and skills include:

- Proven ability to forge strong relationships and promote an organization's value to diverse constituents
- Excellent written and oral communication skills effective among diverse constituents
- Financial and operational acumen sufficient to prepare and discuss financial statements and project reports
- Excellent word processing, database and spreadsheet skills, including Microsoft Office and QuickBooks
- Experience working with a nonprofit board or committee
- Flexibility and comfort meeting the demands of various stakeholders
- Highest professionalism and unquestioned integrity
- Strong interpersonal skills
- Sense of humor

This part-time contract position has a 12-month allocation of \$19,000-\$23,000. The BEP prefers to pay in monthly installments with quarterly reconciliation for services rendered. The contract term concludes June 30, 2010; it may be renewed based upon mutual determination of both parties.

To Apply for the Position

Send a cover letter, résumé, and statement of qualifications saved into one PDF via e-mail to BEP Board President Melanie Schmidt at info@timpanogroup.com. A received receipt will be sent within 72 hours. Applications without a cover letter may not be considered. Materials must be received by 2PM on June 30, 2009. Interviews may be conducted the week of July 6.