

***Part-Time Administrative Coordinator***

In 1985 Walt Barbee, an airline pilot and resident of Fairfax County, became aware of the concerning material being taught in his children’s sex education program in the Fairfax public school system. Other parents became interested in helping him develop a strategy to have the program changed. Walt quickly discovered that parents in other localities were fighting the same battle and soon expanded into a statewide change in the law and the need to address additional family issues such as abortion and school choice. Out of this effort The Family Foundation was birthed and in 1988 they associated with Focus on the Family. In time, The Family Foundation established five biblical principles as guideposts for advocacy (see [www.familyfoundation.org](http://www.familyfoundation.org)) and established their mission to empower families by applying biblical worldview and founding principles to culture and public policy. They inspire Virginians, pastors and legislators to engage in meaningful conversations and productive actions that advance these biblical principles in the public square; to incorporate the unique, God-given passions of individuals and organizations into the work, thereby increasing the number of laborers, and, to instigate carefully chosen political and cultural battles that prompt necessary changes to the law in Virginia in these five principle areas.

**Primary Responsibilities:** The Administrative Coordinator serves as the first point of contact supporters, donors and vendors encounter for TFF. He/she also provide tremendous office support for our team, ensuring the mission moves forward effectively. A competitive hourly wage and parking are offered plus a pleasant, professional work environment, located in downtown Richmond two blocks from the Capitol. This position reports to the VP of Operations.

**Qualifications:**

* Strong work ethic
* Spiritual maturity and a biblical worldview (including agreement with TFF’s statement of faith and principles)
* Ability to multi-task, work well both independently and as part of a team
* Detail oriented and organized
* Excellent telephone and in person communication
* Proficiency required in Microsoft Office suite, Gmail, and Internet
* High level of professionalism
* Experience with database preferred

**Office Operations**

* Create a professional and warm encounter for constituent services occurring by phone or visit
* Coordinate vendors/contractors regarding all office/ building operations issue; coordinate repairs, cleaning, etc.
* Oversee organization’s IT systems (computers, server, network) and equipment (phones, Xerox, Risograph) including procurement, lease, maintenance, repair, and training
* Log donor support/communication, updates to constituent information, mailing entries, and event record keeping in database
* Keep clean and orderly care of database, ensuring consistent use by team
* Ensure data remains consistent across the database
* Open and distribute mail
* Scan and send organizational bills and donations to external finance office
* New employee technology set up and orientation
* Run weekly thank you letters
* Run monthly Advisory Council mailing
* Coordinate office volunteers
* Organize paper and electronic files
* Purchase office supplies