



Title: Administrative Coordinator

Reports to: Chief Operating Officer

Start Date: ASAP

Location: Austin, TX

ORGANIZATION OVERVIEW

The organization is founded on the principle that “Running Moves Lives” and is currently comprised of

- 1) Marathon Kids, a national youth program teaching kids the power of running as a vehicle to a healthy lifestyle,
- 2) Austin Runners Club, Austin original run club which has evolved to elevate and amplify the diverse and prolific Austin running community and its leaders, and
- 3) A portfolio of three road races: Zilker Relays, Daisy Dash and the Decker Challenge Half Marathon.

The purpose of the organization is to empower runners of all ages, backgrounds and abilities to lead lifetimes of wellbeing. Through running, we strive to show everyone they can achieve more than they ever thought possible.

POSITION DESCRIPTION

The *Administrative Coordinator* is responsible for supporting the staff in a variety of ways and reports to the Chief Operating Officer. This individual is instrumental in ensuring proper processes are followed for various projects within the finance, HR, development, and administrative functions of the organization.

RESPONSIBILITIES:

- Collaborate with the COO and our accounting partner to manage the organization's finances, including but not limited to:
 - Overseeing Accounts Payable and Accounts Receivable by sending invoices to partners, depositing checks, and submitting invoices received from vendors and contractors
 - Collecting documents throughout the year for the organization's audit and assisting the auditing firm with their work
 - Administrative tasks related to finances such as document signing for new users on our accounts
- Collaborate with the COO on human resources initiatives, including but not limited to:
 - Liaising between the organization and G&A Partners, the Professional Employee Organization vendor



- Processing bi-monthly payroll and managing PTO logs
 - Overseeing the administrative onboarding of new employees as well as the offboarding process for departing employees
- Collaborate with the COO and other staff members on administrative work, including but not limited to:
 - Updating the Board roster spreadsheet throughout the year
 - Managing office supply orders
 - Providing information for permits, vendor registrations, tax assessments, and more for Races and/or Programs projects
 - Assisting with the planning, execution and logistics of staff and board events, i.e. weekly team meetings, monthly board calls/meetings, as needed
- Collaborate with the CEO and other staff members on development-related projects, including but not limited to:
 - Donor prospect research and reporting including use of donor-propensity software to help guide fundraising conversations
 - Donor stewardship including writing thank you notes and calling donors to thank them for their support
- As needed, support the Executive staff with calendar management, communication with key stakeholders, and occasional travel arrangements
- Occasionally, attend community events and races organized by our team in a support role with expectations of a “roll up your sleeves” attitude.

QUALIFICATIONS

- A minimum of three years of experience in an administrative role
- A professional and polished executive presence; an ability to interface with stakeholders with poise and positivity, both in person and virtually
- Direct experience working with a PEO to manage HR functions
- Experience working with a variety of technology platforms such as Asana, Slack, Google Suite, Quickbooks, and others
- Ability to adapt to new tools and processes and ask questions when unsure of something
- Strong interpersonal and communication skills, including excellent grammar
- A high level of organization and project management skills
- A passion for running and a strong desire to support the Austin running community
- The position requires some flexible hours, including some evenings and weekends

Studies have shown that women and people of color may be less likely to apply for jobs unless they meet every one of the qualifications listed. Please know that we are most interested in finding the best candidate for the job. At Marathon Kids/ARC, we're looking for people who are passionate about our mission, impact-driven, and have a growth mindset. If you're excited about this opportunity, we would encourage you to apply even if you don't meet every one of our qualifications listed above. Additionally, if you need reasonable accommodation at any point in the application or interview process, please let us know.

**MARATHON
KIDS**

ARC
AUSTIN RUNNERS
CLUB

COMPENSATION

This is a full-time position with a salary range of \$50,000-\$55,000 and a generous benefits package including medical, dental, and vision insurance, an option for hybrid work, and more.

APPLICATION DETAILS

To apply, fill out [this form](#). Only complete submissions will be considered. Applications are reviewed on a rolling basis and candidates who are chosen to move forward in the process will be notified with a request for a 30-minute phone screen.