

## **Job Description for Coalitions Administrative Coordinator**

**Position Type:** Full-Time, in office; **Location:** Washington, DC

### **Job Summary**

Todd Strategy Group is seeking an organized and proactive Coalitions Administrative Coordinator to oversee the administrative and operational functions of multiple coalitions administered by the firm. The candidate will report to the Director of Operations and manage scheduling, member communications, event logistics, and ensure seamless execution of coalition activities. This is a hybrid position which will also provide support to the overall firm's operations, assisting senior leaders.

### **Key Responsibilities**

- **Coalition Support**
  - Support Coalition Executive Directors in day-to-day activities related to the functioning of each separate organization.
  - Coordinate and schedule coalition meetings, calls, and events.
  - Facilitate Zoom meetings and ensure all technical aspects are functioning correctly in advance of each meeting.
  - Assist with meeting agendas and distribute materials to members, prioritizing pro-active communication with participants.
  - Attend meetings, take detailed notes, provide summaries and manage follow-up action items.
  - Assist in updating coalition website in coordination with the site administrators.
  
- **Member Support**
  - Proactively maintain the coalition's member databases, coordinating with other administrative contacts to ensure timely updates.
  - Triage communications from members and address inquiries.
  - Assist with new member onboarding, including applications, bylaws, emails, logo, contact information, dues process.
  
- **Event Planning**
  - Organize and coordinate coalition event logistics before and on-site during events.
  - Develop event timelines, checklists, and oversee execution according to existing standards, coordinating with the Director of Operations.

- Create promotional materials and graphics for events and coordinate distribution of invitations and details externally.
  
- **Document Management**
  - Develop and oversee document management system, ensuring accuracy and accessibility of all coalition-related documentation, including applications and backgrounders.
  - Prepare prep binders and materials for meetings as needed.
  
- **General Administrative Assistance**
  - Assist the Operations Team in managing firm operations, including administrative support, office management and client support.
  - Assist Principals with calendar management, coordinate travel and compile expense reports as needed.
  - Provide support during firm-wide events and meetings in cooperation with the Director of Operations.
  - Other duties as assigned.

### **Qualifications**

- Experience in administrative or coordination roles, preferably within advocacy coalitions, non-profit organizations or in government
- Experience with event planning and project management.
- Proficiency in Microsoft Office, Zoom, Slack and the ability to adapt to multiple systems.
- Excellent organizational and multitasking skills.
- Strong written and verbal communication abilities.
- Ability to work independently and collaboratively within a team.