



Administrative Coordinator

Position overview, posted on July 23, 2026

Job Title: Administrative Coordinator

Reports To: Senior Operations & People Manager

Direct Reports: N/A

Job Classification: Full Time, Non-Exempt

Job Location: Seattle, Washington; hybrid schedule (in-office and remote). Must reside in Washington state and work onsite Tuesdays and Thursdays.

Schedule: Typical weekly hours for this position are Monday through Friday, 9 AM – 5 PM

About Us

Since 2011, Washington STEM has tackled the root causes of educational inequity and economic injustice so that learners in every corner of our state have what they need to become STEM-literate adults ready to step into in-demand, sustainable jobs. Based in Seattle, we are recognized statewide for our strengths in partnerships, data, and advocacy.

Our Values:

- Community
- Collaboration
- JEDI (Justice, Equity, Diversity, and Inclusion)
- Learning & Innovation
- Trust

To learn more about us, please visit [washingtonstem.org](https://www.washingtonstem.org)

About This Position

The Administrative Coordinator (the Coordinator) provides critical administrative support across communications, development (fundraising), and operations functions of Washington STEM. This role ensures the organization runs efficiently by coordinating internal systems, supporting donor engagement efforts, and maintaining clear, consistent communications.



The Coordinator works closely with the Senior Operations & People Manager (the Sr. Manager) to maintain strong internal systems, streamline processes, and support organizational priorities.

The following statements are intended to describe the general nature and level of work to be performed by individuals assigned to this position. They are not a comprehensive list of all responsibilities, duties, and skills required of personnel so classified.

Core Functions & Responsibilities

Operations & Administrative Support (40%)

- Monitor and maintain office supply inventory.
- Coordinate with vendors for office equipment maintenance and repairs.
- Manage calendars, schedule meetings, and coordinate appointments for appropriate staff and board members when necessary.
- Coordinate Board-led meetings, including scheduling, logistics, and materials preparation.
- Support gift data entry and donor acknowledgements for Resource Development (RD).
- Support list generation for external communications.
- Assist in execution of appeals and stewardship mailings.
- Process and distribute daily mail, including depositing checks.

Event & Outreach Coordination (20%)

- Assist with planning and execution of events: staff retreats, strategic off-site meetings, resource development events, monthly staff meetings, etc.
- Provide on-site event support as needed.
- Support internal and external communication efforts.
- Manage the end-to-end invitation, registration, attendance tracking, and post-event reporting processes.
- Support RD and Communications with email and social media outreach.
- Perform regular website content management updates.
- Respond to stakeholder, donor, and volunteer inquiries.
- Assist with donor stewardship activities.

Data Management & Reporting (20%)

- Maintain Board records, rosters, and governance documents.
- Track action items and follow up on Board-related tasks as needed



- Maintain and update data accurately and consistently across organizational databases and tracking systems, including donor CRM, resource development, finance, and operations platforms.
- Generate reports to support internal operations.

Contribute to High-Functioning Operations & People Team (5%)

- Partner with the Sr. Manager to develop and execute annual work plan for performance management and professional development that aligns with annual strategic plan goals.
- Partner with the Sr. Manager to develop and support Operations & People, RD, Finance and Communications goals.
- Participate in Internal Operations meetings.

Participate in Collaborative and Inclusive Culture (5%)

- Support a culture of continuous improvement and development of systems to track progress towards key goals.
- Participate in intentional learning efforts, including events and opportunities relating to understanding and dismantling institutional racism and building cultural humility.
- Contribute toward a positive, inclusive work environment, and participate actively in staff meetings and events, as required.

About You

Position-Specific Qualifications & Experience

- Associate or bachelor's degree in nonprofit management, business administration, or related field (or equivalent experience).
- 1–3 years of administrative or office support experience.
- Event coordination experience.
- Experience coordinating project timelines, milestones, and deliverables.
- Demonstrated experience supporting complex, cross-functional projects with multiple stakeholders.

General Qualifications & Experience

- Maintain regular communication with supervisors regarding work plans and proactively seek guidance regarding priorities and timelines.
- Experience working with emerging technologies, including responsible use of AI and data-informed engagement strategies.



- Demonstrated success in accomplishing significant results via teamwork and leadership.
- Able to thrive in a collaborative and energetic work environment.
- Demonstrated commitment to JEDI (Justice, Equity, Diversity, and Inclusion).
- High professionalism and integrity when working with diverse stakeholders and handling confidential information.

Knowledge, Skills, & Abilities

- Strong alignment with our organizational mission and values, with the ability to apply JEDI principles throughout all aspects of work.
- Detail-oriented, with strong organizational skills to manage a continuous workflow in a high volume, multi-tasking environment that requires working through ambiguity.
- Ability to be self-directed, adaptable, and responsive to changing priorities while taking ownership and seeing projects and initiatives through to timely completion.
- Excellent verbal and written communication skills.
- Ability to work collaboratively, exercising good judgment, decision-making, and problem-solving to achieve shared goals.
- Basic knowledge of bookkeeping or budget tracking preferred.
- Experience with nonprofit fundraising or communications functions.
- Experience with CRM and donor database administration.
- Proficiency using common business collaboration platforms such as Slack, Microsoft 360, online meeting tools (Zoom and Teams), and project management systems (Monday, Asana, AirTable).
- Experience creating and editing presentations and materials.

Physical Requirements

The physical demands described here are representative of those that need to be met by an employee to successfully perform the essential functions of this job:

- Able to operate a computer and other office productivity equipment; able to remain stationary at a computer for extended periods of time and move around assigned workspace.
- Ability to work in an open office format; Washington STEM's office design is an open format and the noise level in the work environment is typically low to moderate.
- Ability to occasionally lift up to 25lbs.

Compensation



The salary range for this position is between **\$60,408 and \$78,530**. New hires typically start **between the minimum and mid-point of the range**. The offered salary will be commensurate with the selected candidate's experience and qualifications.

Additional Benefits

- Employer-paid medical, dental, vision, Rx, short-term disability, long-term disability, and life insurance.
- Paid time off at an accrual rate of 6.462 hours per payroll, with the accrual rate increasing with tenure
- 17 Paid holidays, including one week at the end of each calendar year
- Matching 401(k)
- Flexible spending account
- Cell phone reimbursement
- Professional development fund

How to Apply

To apply, please submit your resume and cover letter as two separate PDFs to hire@washingtonstem.org. Your cover letter should express your specific interest in this role and include a statement regarding your personal commitment to equity.

Washington STEM is a proud equal opportunity employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Washington STEM provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender identity, pregnancy, sexual orientation, marital status, familial status, disability, genetic information, protected veteran status, or other protected classes under the law in compliance with applicable federal, state and local law.

We are committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. Women, BIPOC, individuals with disabilities, LGBTQIA+, and candidates who represent the diversity and lived experiences of the communities with which we work with are strongly encouraged to apply.