



JOB TITLE	Administrative Coordinator (AC)
DIVISION/DEPARTMENT	International ACAC Staff
LOCATION	Remote
REPORTS TO	Director of Operations
TYPE OF POSITION	Full-Time, Remote, at will, open until filled
HOURS	International ACAC is a global membership organization, often requiring working hours across time zones

OVERVIEW

- The International Association for College Admission Counseling (International ACAC) is a non-profit membership association which serves 3,400+ members from 134+ countries. Our members are composed of secondary counselors, college and university admissions representatives, individuals and organizations.
- Our mission is to facilitate global interaction among counselors and institutions in support of secondary students transitioning to higher education while promoting professional standards that fosters ethical and social responsibility.
- International ACAC is a US based 501(c)3 non-profit organization, incorporated in the Commonwealth of Virginia.

RESPONSIBILITIES

The Administrative Coordinator (AC) for International ACAC provides administrative support to the International ACAC Executive Board and their activities, and works directly with the rest of the staff to support the organization’s goals, under the supervision of the Director of Operations. The individual is expected to work semi-independently and manage multiple projects at one time.

Specific responsibilities include, but are not limited to, the following:

Communications

- Respond to general inquiries about International ACAC and support management of the International ACAC general email account. The incumbent is one of the key “faces” of the Association and is expected to represent International ACAC in a highly professional manner at all times.
- Assist with maintaining and updating the International ACAC website, and other social media outreach to the International ACAC membership.
- Support member communications via messaging, monthly bulletins, updates and other special outreach as needed. Coordinate and develop content, and support online meetings and webinars.

Membership Support

- Assist with management of the International ACAC membership database.
- Update member profiles as needed and ensure accurate and up-to-date records.
- Process membership applications, payments, and invoicing.

- Conduct member data analysis quarterly, coordinating with membership services.
- Manage events calendar, job listings, and other member services provided through the website.

Database Management

- Assist with management of the organization's member database.
- Build forms to support the annual cycle of events and organization activities.
- Provide member data and analysis in support of Board members' needs.
- Support maintaining record management for the organization, including electronic documents, paper files, and digital archiving.

Annual Conference and Regional Event Planning

- Support the Director of Operations, Assistant Director, President-Elect and members of the Board in the planning of the annual Conference.
- Prepare forms, update website, process payments, update member profiles, process transfers.
- Manage Conference email messages.
- Coordinate issuing visa/invitation letters as requested.
- Assist with Conference planning tasks as assigned.
- Prepare Conference evaluation, assist with summary reports, session feedback, etc.
- Attend annual Conference; provide on-site support (24/7 availability required - one week per year).
- Provide Regional Events support, including forms, updating website, and payment processing.

Organizational Support

- Support financial management, to include payment processing, deposits and record-keeping.
- Lead webinar support, working with webinar planning team, posts recorded webinar and presentations on website and follow-up with record-keeping and analysis.
- Update website as needed; new article development, calendar, etc.
- Provide support to the Director of Operations and/or Board members/committees on specific initiatives.

Other duties as assigned. The AC will be expected to assist others when projects require office staff to work as a team.

QUALIFICATIONS

- Bachelor's degree or equivalent preferred.
- Fluency in the English language required.
- The ideal candidate will have previous technological experience with database management, the internet and social media.
 - Advanced knowledge of Google Suite.
 - Experience with Social Media preferred (e.g. Facebook, Instagram, Twitter, etc...).
 - Experience with website design and management skills.
- Experience in a college counseling/admissions context preferred.
- Excellent communication and customer service skills, strong writing ability, and proven problem-solving skills.
- Experience working within an international context and a learned competency and appreciation for the diversity (geographical, cultural, and linguistic) of our membership.
- Experience working with non-profit organizations is preferred.
- Flexibility to work with a geographically diverse Board of Directors and membership that is located primarily outside the United States.

TERMS OF EMPLOYMENT

- The Administrative Coordinator (AC) is an at-will full-time, salaried employee.
- International ACAC's business hours are scheduled Monday through Friday, 9AM to 5PM ET. The AC's working hours mirror the open hours of International ACAC. Based on the remote location of the AC, adjustments to working hours may be made.
- International ACAC work responsibilities include working across time zones. The AC is expected to be able to work across time zones when needed.
- Annual Leave: Vacation - 15 days plus all U.S. Federal Holidays, Sick Leave - 5 days, Personal - 3 days
- Medical, Dental, and Life Insurance Benefits are not provided.
- Expenses: reimbursement provided for meetings, conferences, and all other expenses related to the functioning of International ACAC.
- Travel: Some travel is required. Attendance at the International ACAC annual July conference is required, as is 24/7 availability for the duration of the event.
- Salary Range commensurate with experience: \$42,000 - \$48,000 USD annually

TO APPLY

Interested candidates should submit a resume and cover letter to careers@internationalacac.org, outlining relevant experience and skills. No phone calls.

* The list of responsibilities may be subject to change in order to meet the evolving needs of the organization.

Revised 11/23/2021