

Administrative Coordinator

Position Description

Primary Objective

The Delaware Center for the Inland Bays seeks an organized, detail-oriented professional to manage the Center's core administrative operations. Reporting to the Deputy Director, the Administrative Coordinator is responsible for payroll and financial processing, office management, employee records, and support for human resources, benefits, and organizational systems. The role also assists with onboarding and offboarding, Board and committee meeting preparation, IT account setup, staff development activities, and insurance administration.

Principal Duties and Responsibilities

- Manage general office functions, including supply tracking, vendor coordination, and smooth day-to-day operations.
- Process payroll, deposits, accounts payable/receivable, and assist with tax reporting.
- Maintain up-to-date employee records, organizational charts, job descriptions, and salary documentation.
- Coordinate recruitment, onboarding, and termination processes.
- Support the administration of compensation and benefits packages, including annual open enrollment.
- Assist in administering health and life insurance programs.
- Secure Certificates of Insurance (COIs) and maintain organizational insurance policies (umbrella, liability, boat, truck, etc.).
- Prepare agendas, materials, and logistics for Board and committee meetings.
- Maintain and enhance organizational systems and processes, including file management, IT account setup, and basic scheduling/coordination tools.
- Assist with planning and coordination of staff team-building and professional development activities.
- Help review and update organizational policies as needed.
- Perform other duties as assigned.

Preferred Qualifications

- Associate's or bachelor's degree in business management or related field, or equivalent work experience.
- 3+ years of administrative experience, preferably within the nonprofit sector.
- Proficiency with Microsoft Office, Google Workspace, and general organizational software.
- Strong verbal and written communication skills.
- Excellent interpersonal skills with the ability to work collaboratively across teams.

Salary Range and Benefits

The salary range for this position is \$45,000–\$55,000 annually, commensurate with qualifications and experience. The Center offers a comprehensive benefits package, including:

- Generous paid vacation and holidays
- Health, dental, and vision insurance
- Employer-funded profit-sharing program and deferred compensation plan
- Flexible scheduling options to support work-life balance
- Additional employee benefits

Physical Demands and Work Environment

Work is performed almost entirely within an office environment and occasionally in the field. Field assignments may require some physical exertion and occasionally contend with adverse weather conditions requiring special clothing and safety precautions. Evening or weekend work to attend meetings and events is sometimes required. A flexible schedule is permitted. The position is subject to the Center’s Employee Handbook.

To Apply

Email resume or CV with cover letter in a single PDF file to bochs@inlandbays.org. Applications will be accepted on a rolling basis, and the position is open until filled.

The Center for the Inland Bays is an Equal Opportunity Employer. We welcome and encourage applications from persons of every race, color, national origin, sex, religion, age, disability, political belief, orientation, gender identity, veteran and military status.

Acknowledgment

I have reviewed this position description and I understand all of the listed job duties and responsibilities. I am able to perform these duties and responsibilities. I have discussed any exceptions or training needs with my supervisor. I understand that the Center for the Inland Bays, a non-profit organization that may have variable funding, may need to change my job duties on a temporary or regular basis according to the needs of the organization and changes in funding. I understand that the Center will make every effort to provide written notice to me of such changes. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor and the Executive Director.

PRINTED NAME

DATE

SIGNATURE