



Administrative Coordinator (*Part-Time*)

Job Title: Administrative Coordinator

Location: Columbus, Ohio (Hybrid)

Position Type: Part-Time

Mortar Board Inc, a National College Honor Society founded in 1918, is searching for a **part-time Administrative Coordinator** to join our team. We seek an organized, detail-oriented, collaborator with strong communication skills to help achieve the goals of our Society and ensure the smooth operation of Mortar Board's National Office. ***This is a 20 hour-per-week hybrid position*** based in Columbus, Ohio. (Additional hours, up to 25 hours per week, may be possible.)

About Mortar Board

Mortar Board National College Honor Society recognizes college juniors and seniors for their exemplary scholarship, leadership, and service. With a strong commitment to fostering leadership and community engagement, Mortar Board provides opportunities for personal and professional growth to its members (both collegiate and alumni), promotes service to colleges and universities, and encourages lifelong contributions to the global community. Since its founding in 1918, more than 300,000 members have been initiated at 235 chartered chapters in the United States.

Mortar Board currently has over 100 active chapters, close to 3,000 new members (initiates) annually, and over 50,000 active alumni members. For more information about Mortar Board, visit www.mortarboard.org.

Position Summary

The **Administrative Coordinator** will provide essential administrative support to the National Office and Society Leadership, including managing phone and email communications, supporting events, conducting data entry, maintaining accurate records, and assisting with special projects and initiatives to advance the organization's goals.

The **Administrative Coordinator** will work closely with the National Office staff to support membership, collegiate chapters, development, and alumni engagement. The person in this role will serve as the first line of contact with the national organization and assist with scheduling, correspondence, travel, meetings, phone calls, and many other day-to-day administrative tasks. The ideal individual will exercise good judgment in a variety of situations, have strong written and verbal communication abilities, display administrative and organizational skills, be able to maintain a realistic balance among multiple priorities and be capable of handling multiple tasks in a fast-paced dynamic environment with changing needs.

Position Description

Support the Leadership Team:

- Provide administrative support to Leadership (includes National Office staff, National Leaders, volunteers, etc.).
- Assist with special projects and initiatives to advance the organization's goals.
- Assist in setting meetings, managing calendar invitations, and creating Zoom links.
- Help Leadership prepare for meetings including researching topics, gathering and synthesizing data, creating agendas, and taking notes.
- Book travel and assist with identifying flights, hotels, restaurants in various cities across the country.
- Create executive briefs to be used when traveling and/or meeting with stakeholders, including chapter historical information, alumni lists, donor briefs, etc.
- Help with HR processes such as onboarding new staff and providing ongoing training for office operations.

Daily Administrative Duties:

- Manage day-to-day office operations, including answering phones, handling correspondence (mail, emails, stakeholders), and maintaining office supplies.
- Prepare and process documents, reports, and presentations.
- Oversee and manage all outgoing and incoming mail, including bulk mailings and packages.
- Ensure timely and accurate distribution of materials to chapters, members, and partners.
- Collect, deposit, and record checks that come to the office.
- Maintain an adequate amount of office supplies and place orders for needed materials.
- Ensure National Office staffing coverage.

Communication Support:

- Serve as a primary point of contact for general inquiries from chapters, members, and external stakeholders.
 - Contribute to the team-based approach to customer service by answering phones; train other staff members on the phone system and send reminders for updating out-of-office messages.
 - Monitor and respond to the Mortar Board general email account; triage messages to appropriate staff members.

- Assist team with external correspondence including emails, newsletters, and announcements.
- Assist with donor mailings and communication including donor acknowledgment letters, gift-in-kind tracking and acknowledgements, thank you messages, etc.
- Work with customers regarding questions around orders of membership materials, regalia, and store items.
- Pull mailing lists and create labels for various alumni, donor, or collegiate mailings.

Meeting and Event Support:

- Assist in scheduling meetings, supporting events, and arranging travel.
- Help with national and regional events, including annual meetings, conferences, and workshops (both online and in-person).
- Support the team coordinating logistics such as venue booking, catering, rooming lists, and materials preparation.
- Work with all areas of the team and be comfortable participating in team meetings and generating ideas.
- Assist in the coordination of the Mortar Board annual awards, including compiling applications and ordering awards.
- Attend staff meetings and other operational meetings to support the Leadership team.

Data Collection and Record Keeping:

- Maintain accurate and up-to-date records of membership data, chapter activities, and financial transactions.
- Ensure all records are properly organized and securely stored.
- Assist with data entry including officer and advisor updates, donor and alumni engagement, donation processing, and general data clean up.
- Maintain and strengthen relationships with members as part of the Mortar Board team.
- Research, compile, share, and document member and chapter news monthly.
- Generate queries and reports as needed.

Support Society-Wide Initiatives:

- Help track inventory, order history, and requests for membership materials, regalia, and store items.
- Support the Fellowship process by managing applications, communicating about missing pieces, and preparing information for review teams, in conjunction with the Executive Director and Foundation leadership.
- Provide oversight and guidance as the Office Historian and work with Mortar Board Archives.
- Assist with volunteer management and related responsibilities including maintaining accurate committee rosters, organized files, and volunteer interest forms.
- Serve as a strong collaborator and team member to advance the best interests of the Society and our members.

Position Requirements

Education and Experience:

- Associate's degree or equivalent experience in office administration, business management, or a related field.
- Proven success with technology, databases, phone systems, Microsoft Suite, and Google Suite.

Skills & Abilities:

- Excellent organizational and time management skills with the ability to prioritize tasks and manage multiple projects simultaneously.
- Effective communicator with strong verbal and written communication skills.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and familiarity with office management software.
- Experience with mailing systems and data management.
- Ability to work both independently and as part of a team.
- High level of discretion and professionalism in handling confidential information.
- Able to lift and move event materials up to 20 pounds.
- Able to work independently and as part of a team.

Preferred Qualifications

- Bachelor's degree from an accredited institution or equivalent experience.
- Minimum of 3 years of administrative support experience, preferably in a nonprofit or educational setting.
- Experience with event planning and coordination.
- Knowledge of nonprofit or educational sector practices.
- Familiarity with membership management systems and databases.

Work Hours and Location (Hybrid Opportunity)

The National Office has been based in Columbus, Ohio, since 1970. Given the responsibilities, this position will need to have a strong connection to the office and team in Columbus. The position is a hybrid role and will work both remotely and in the Columbus office. This position is a **part-time position**, approximately **20 hours a week**. The hours are flexible, ideally 4-5 hours a day for 4-5 days a week, during typical business hours 9am – 5pm ET.

Benefits

As a member of the Mortar Board National Office, you will have the opportunity to embrace a team-based approach to work. This position offers the flexibility of a hybrid work environment and flexible schedule. Mortar Board offers a competitive hourly rate. As a part-time position, this role does not come with medical benefits.

Search Process

Please submit your application, accompanied by a resume, cover letter, and optional writing sample and/or sample of relevant work, [through this application link](#).

Applications will be reviewed immediately and continue until the position is filled. Ideal start date: January 2025.

Mortar Board is an Equal-Opportunity Employer that prohibits discrimination and harassment of any kind. Aligning with our purpose, Mortar Board is committed to promoting equal opportunity for all people. We adhere to the principle of equal employment opportunity for all employees and provide employees with a work environment free of discrimination and harassment.

All employment decisions at Mortar Board are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, gender, sexual orientation, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Mortar Board will not tolerate discrimination or harassment based on any of these characteristics. Mortar Board encourages applicants of all ages.

Please reach out with any questions, or if seeking a reasonable accommodation, to Dr. Kirsten Fox, Executive Director (kfox@mortarboard.org) or 614-488-4094.