



Job Posting **Administrative Coordinator**

The Administrative Coordinator plays a key role in supporting the mission of Senior Fund and supports the day-to-day financial, communications, and other administrative operations for the fund in coordination with other staff members. The ideal candidate is a highly organized, detail-oriented professional with the ability to work through and improve processes in a collaborative, small team-based environment.

Schedule: Full-time, Days (37.5 hours per week)

Salary: Non-exempt, starting pay range is \$23.08 - \$30.77 per hour based on experience (\$45,000 - \$60,000 annually).

Reports To: Executive Director

To apply, send cover letter and resume to info@stlseniorfund.org by **September 4, 2026**.

Duties/Responsibilities

The following is a summary of the typical functions of the job. The responsibilities and duties may differ from those outlined in the job description and other duties, as assigned, may be required.

Administrative and Office Operations

- Managing day-to-day Senior Fund office operations, including checking mail, ordering supplies, and serving as the point of contact for office-related needs
- Maintaining organized digital filing systems that are shared by Senior Fund staff
- Prepare, format, proofread, organize, distribute, and archive documents, presentations, reports, agendas, and meeting materials
- Track recurring deadlines, follow-up items, and administrative commitments and elevate delays or concerns to the appropriate staff member

Financial Administration

- Support invoice processing, purchasing, expense documentation, payment workflows, deposit records, budget files, and routine financial recordkeeping
- Collect required approvals and supporting documentation and coordinate with the Director of Operations and Network Strategy and external accounting professionals

- Maintain organized vendor, contract, insurance, tax, and financial-administration records
- Identify incomplete or inconsistent documentation and elevate questions without independently approving expenditures or resolving substantive accounting matters

Meetings and Events

- Greeting visitors to Senior Fund's office
- Preparing for and managing onsite and virtual group meetings for Senior Fund staff and Board of Directors, including preparation of meetings materials, meeting set-up, and minutes
- Coordinating in-person and online events hosted by Senior Fund including event logistics, registration and communication

Communications

- Maintaining website content and updates
- Maintaining Board of Directors meeting calendar and postings
- Coordinating regular Senior Fund e-newsletters
- Maintaining Senior Fund's mailing list and partner contacts

Grants Management

- Assisting with maintenance of processes and information in Senior Fund's grants management system (i.e., Foundant Grant Lifecycle Manager)
- Assisting with grant making processes, including release of RFPs, application reviews, and award and follow-up report processing

Skills/Knowledge

- Strong verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent interpersonal and customer services skills
- Proficiency with Microsoft Office Suite and common virtual meeting platforms.
 - Comfort with learning new computer applications and content management systems.
 - Experience with other software and applications currently used by Senior Fund is helpful, but not required: QuickBooks Online, Bill.com, DocuSign, Foundant GLM, MailChimp, WordPress, Canva, Asana
- Ability to manage multiple deadlines and maintain accuracy under time constraints
- Comfort with exercising independent judgment
- Experience with maintaining confidentiality and discretion in work environment

Education and Experience

- Associate or bachelor's degree, or at least 3 years of relevant experience
- Experience in nonprofit or grants administration environment preferred

Physical Requirements

- Prolonged periods of sitting at a desk and working at a computer
- Must be able to lift up to 15 pounds at a time

Senior Fund Office Location & Hours

Senior Fund implements a hybrid work environment, with an office location in the City of St. Louis at 4220 Duncan. This position is expected to primarily work in-person at the Senior Fund office. After an orientation period, a part-time remote schedule may be discussed with the Executive Director. Employees are allowed flexible start and end times but are expected to work 7.5 hours per day and to be available during the core hours of 9:00 am and 3:00 pm.

Benefits

- Hybrid schedule option (after orientation period) with flexible work hours
- Medical and dental insurance for employee covered 100% by employer
- 401(k) retirement plan with up to 5% salary matching
- 25 days of PTO accrued per year beginning with first year of employment
- 10 paid holidays with 2 floating holidays per year
- Paid Family or Medical Leave
- Free parking

Equal Opportunity Employer

Senior Fund of St. Louis City maintains a policy of non-discrimination in employment and complies with and supports all federal, state and local laws regarding discrimination in employment. Specifically, Senior Fund does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.

At-Will Basis of Employment

Employees of Senior Fund of St. Louis City are employed on an "at will" basis. This means that either the employee or Senior Fund is free to terminate the employment relationship at any time and at either party's discretion.