

DESCRIPTION OF JOB DUTIES OF MAP ADMINISTRATIVE COORDINATOR

PRIMARY JOB FUNCTION

Works with Co-Chairs and Task Force Leaders to coordinate administrative, communications, and grant writing duties for Muncie Action Plan.

REPORTS TO

MAP Co-Chairs

ESSENTIAL JOB FUNCTIONS

Meets with Co-Chairs and Task Force Leaders to prioritize activities and initiatives
Attends and supports functions of Board meetings
Attends meetings of Task Forces and key initiative groups, as requested
Maintains membership files and contacts
Develops, coordinates, and communicates with MAP stakeholders and volunteers
Develops and monitors communication networks with stakeholders and other groups
Creates and distributes print and digital communications (e-newsletter, social media, *Star-Press*, *Muncie Journal*, support materials)
Identifies funding sources
Develops grant proposals, with Board approval
Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Ability to give/receive verbal, auditory and written communications in person, over telephone and by email
Ability to gather data, compile information, and prepare reports
Skills in basic mathematical and statistical calculations
Proficient in computer applications, social media, digital communications platforms.
Working knowledge of basic computer hardware (scanners, printers, drives, basic Microsoft software, etc.)
Ability to set goals, meet deadlines, initiate tasks, and follow through in a timely manner
Ability to research and develop competitive grant proposals

MINIMUM QUALIFICATIONS

Associates Degree or high school diploma/GED with requisite skills. Excellent communication, organizational, time management, and interpersonal skills required.

PREFERRED QUALIFICATIONS

Prior work or volunteer experience with community initiatives desired.

EFFECTIVE DATE: December 2017