

American Institute of Architects, Iowa Chapter
Administrative Coordinator
Job Description

Job Title: Administrative Coordinator
Reports To: Executive Director

Summary: Coordinate the administration for AIA Iowa office.

Dynamic Administrative Coordinator needed to work full-time in a professional, supportive, and friendly atmosphere. Are you highly organized and have excellent communications skills? The American Institute of Architects, Iowa Chapter (AIA Iowa) is looking for you. AIA Iowa is a statewide nonprofit trade association located in Des Moines, IA serving the architectural profession since 1904. We are located in Capital Square, Downtown Des Moines overlooking Cowles Commons.

AIA Iowa is a service-oriented association, its members and members of the public are its clients. The ideal candidate for this position requires an enthusiastic professional with strong work ethic, detail oriented, and excellent communication skills to assist in carrying out the goals and objectives of the association. The qualified candidate for this position must present themselves as an extension of the Chapter at all times.

Primary Responsibilities:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The responsibilities listed below are the core duties of this position.

- Administrative – answering phone, greeting guests, office calendar, manage scholarship program, maintain office supplies, and assist Executive Director in various capacities, manage Microsoft 365, manage standard office equipment, coordinate web and telephone conferencing, organize catering for in-office meetings, organize and archive Chapter publications.
- Committees – liaison to two or more volunteer committees, manage calendar and programs related to these committees, attend meetings, manage volunteer rosters, organize meeting documents, manage action items, and create and distribute agendas and meeting minutes.
- Events – assist staff team in preparing for events, nametags, write and send thank you correspondence post event, staff registration at various events.
- Iowa Center for Architecture – manage displays, exhibits, and programming.
- Membership – database management using Your Membership and netFORUM software systems, assist with member recognition programs, and utilize Meltwater to manage media coverage.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education and/or Experience – a two or four-year college degree in business administration or related field is required. A minimum of two-years work experience in an office environment with administrative, receptionist, or experience working for an association is preferred.

- Organizational Skills – Ability to use tools and processes to handle multiple programs at any given time. Ability to handle numerous tasks and assignments simultaneously as well as an environment with fast-paced, ever-changing work environment and consistently meet deadlines. Attention to detail.
- Communication and Language Skills - Ability to read, comprehend, interpret, and analyze complex instructions, correspondence, and memos. Capability to write business correspondence. Ability to effectively communicate and present information to other employees of the organization or members of the Chapter. Excellent oral and written communication skills and able to produce professional documents with minimal errors including punctuation, spelling, and grammar.
- Reasoning Ability - Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to effectively work with committees, volunteers and staff team to accomplish goals of the organization. Ability to exercise judgement in making appropriate conclusion and recommendations.
- Computer Skills - To perform this job successfully, an individual should have extensive knowledge of Microsoft Office Suite. Familiarity with Your Membership, netFORUM, Meltwater, and Microsoft 365 preferred.
- Mathematical skills-Able to interpret and work with a simple budget.
- Other Skills and Abilities – Positive demeanor, pleasant voice, and experienced phone etiquette; courteous and polite manner. Discipline to successfully work without close supervision. Knowledge of associations and nonprofits is preferred.

Why Should You Apply?

- Medical, dental, vision insurance coverage
- Retirement program
- Paid Parking
- 10 Paid Holidays
- Paid Vacation
- Paid Personal Leave
- Flex Plan
- Professional development

Reports to:

Executive Director

Compensation:

Salary ranges from \$35,000 to \$40,000 per year dependent upon qualifications, skills, and experience. Additional benefits package available.

Hours:

Office hours are 8:30 a.m. – 5:00 p.m. on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays on a year-round basis.

Competencies:

To perform this job successfully an individual should demonstrate the following:

- Professionalism- Follows policies and procedures, keeps commitments, supports organization's goals and values, approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration, accepts responsibility for own actions, inspires the trust of others, works with integrity, honesty and ethically, and observes safety and security.

- Technical Skills - Identifies and resolves problems in a timely manner, exhibits sound and accurate judgment, completes work correctly and in a timely manner, demonstrates accuracy and thoroughness, uses reasoning skills, and strives to continuously build knowledge and skills.
- Interpersonal Skills - Prioritizes and plans work activities, uses time efficiently, maintains confidentiality, monitors own work to ensure quality, balances team and individual responsibilities, keeps emotions under control, remains open to others' ideas, speaks clearly in positive or negative situations, listens and gets clarification, and able to read and interpret written information.
- Adaptability/Dependability - Adapts to changes in the work environment, able to deal with frequent change, delays, or unexpected events, resourceful in acquiring knowledge in unskilled situations, follows instructions, responds to management direction, commits to long hours of work when necessary to reach goals.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel or talk or hear.
- The employee is occasionally required to stand to file; walk and reach with hands and arms; and lift up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Stable office environment; the noise level is usually quiet.

Application Process:

Prior to submitting your resume, visit AIAIowa.org to learn more about the organization. To apply for this position please submit a professional cover letter, resume and references to jreinert@aiaaiowa.org or via mail at AIA Iowa, 400 Locust St., Ste. 100, Des Moines, IA 50.09. *Do not apply through Indeed or other job posting service*.