



## **Administrative Coordinator**

### **Join Us to Support Our Vibrant Community - Where Work Meets Inspiration!**

Are you ready to dive into a role that combines meaningful work with a supportive community? Since 1915, Star Island Corporation (SIC), a \$4.8 million non-profit gem, has operated the conference center located on Star Island at the Isles of Shoals, off the coast of New Hampshire and Maine. We seek a detail-oriented and dedicated self-starter to support the smooth administrative functioning of a small, dynamic, and high-caliber office team in Portsmouth.

### **Why Star Island?**

Star Island is a unique place, a place of natural and rugged beauty and SIC holds and administers a wide variety of themed educational, religious, and kindred purpose conferences and personal retreats on the island, consistent with the principles of the Unitarian Universalist Association and the United Church of Christ. As an organization, SIC promotes a work culture that stimulates openness, interpersonal communication, professionalism, and teamwork. Employees are recognized for their hard work and the skills they bring to the job.

Our mainland office is located in the heart of Portsmouth, NH. If you are looking for work that supports a meaningful mission and you have exceptional communication and organizational skills, this position may be perfect for you.

**To apply, please send a letter of interest and resume to [office@starisland.org](mailto:office@starisland.org).**

### **About the Role:**

The Administrative Coordinator manages overall office operations and administrative support needs. This position will implement office procedures and processes that facilitate efficiency and productivity of staff. They will provide administrative support to management staff and administrative and logistical support for our meetings and events. This is a full-time, year-round position, with 5 days/week on site in SIC's Portsmouth, NH, office.

### *Essential Functions*

- **Office Management:** Handle all office-related tasks, including answering phones, reviewing and distribution of incoming mail and deliveries, responding to general inquiries and emails, ordering office supplies, managing office equipment and vendors, coordinating office upkeep and cleaning, and handling mailing and shipping.



Star Island  
Isles of Shoals, NH

- Administrative support: Handling check processing, printing/copying needs, administration/note taking for meetings, filing, data entry, proofreading, running errands, and supporting administrative requests from staff. Assisting with meeting and event planning and support.
- Customer Service: Act as customer service representative for Star Island via phone and through email and welcoming office guests/visitors. Manage a multitude of information requests in a courteous, informative, and expeditious manner.

#### *Minimum Qualifications/Requirements*

- High School or equivalent required, Associate or Bachelor's degree preferred
- At least 2 years of office experience in operations coordination, administrative management, project support, or similar experience a plus;
- Prior experience with hosting meetings and scheduling events a plus;
- Professional demeanor with strong customer service skills;
- Demonstrated ability to handle complexity while maintaining meticulous attention to detail;
- Excellent verbal, written, and proofreading skills;
- Integrity and discretion when handling confidential information;
- Superb organizational skills and an ability to prioritize assignments and manage competing demands on time;
- Computer skills/expertise in Microsoft Office Suite, Zoom, and database management (Blackbaud experience a plus).

#### *Compensation & Benefits*

- This is a full-time opportunity with 5 days/week on site in SIC's Portsmouth, NH, office.
- The salary range is \$43,000 to \$48,000/year depending on education and experience.
- Generous paid time off and holidays.
- Comprehensive benefits including Health with Health Savings and Reimbursement, Dental, Life, and Long-term and Short-term disability insurance.
- 403(b) Retirement Plan with 5% contribution after one year of service.

Embark on this unique adventure with Star Island, where your contributions make waves. Ready to join us? Let's make a difference together.

*At Star Island Corporation, we appreciate the value and richness of different perspectives and experiences. We constantly strive to be a more diverse and inclusive workplace. We work to make everyone feel welcomed and engaged as a valued member of the team. We provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, veteran status, or any other characteristic protected by federal, state or local law. In addition, Star Island will provide reasonable accommodation for qualified individuals with disabilities.*