

## Summary

ORCID is seeking an experienced and enthusiastic professional for the new position of Part-time Administrative Coordinator. If you like the excitement of a start-up and the public-service orientation of a non-profit, join us in supporting our mission! The position reports to the Director of Operations and provides administrative support to the Executive Director and Senior Team.

ORCID (<https://orcid.org>) is a global non-profit organization that serves the research community. Our core mission is to connect research and researchers. We do this by providing an identifier for individuals to use with their name as they engage in research, scholarship, and innovation activities, providing tools and training to the community for integrating these identifiers into research workflows, and by building and sustaining a community of users and adopters. In support of our activities we travel a lot and are looking for an experienced professional to support scheduling, hotel and airline bookings, visa applications, local logistics, and updates on local travel conditions.

Please note that this is a remote part-time position at 25 hours/week. We can offer a flexible working schedule between the hours of 8 AM to 6 PM US Eastern Monday-Friday. We do not provide internet access.

**To Apply:** Send your cover letter and resume to [work@orcid.org](mailto:work@orcid.org). In your letter please include the name of your favorite airport.

### Responsibilities:

The Administrative Coordinator will be providing administrative support to the Executive Director and Senior Team by:

- Coordinating travel arrangements as requested for both domestic and international travel including, but not limited to, booking flights, submitting visa applications, hotel reservations, local transportation, and preparing itineraries
- Coordinating meeting and conference calls, managing attendees, booking conference room locations and times, providing conference call details, and arranging meals and any A/V needs
- Participating in meetings and recording meeting minutes as requested
- Assisting the Executive Director in calendar management.
- Assisting in document management by maintaining our cloud-based file hosting system; light mail support, etc.
- Providing assistance in the onboarding of new staff and maintaining staff access to ORCID's various systems and tools.
- Providing general administrative support to the Operations team as requested.
- Participating in virtual bi-monthly full team meetings and weekly Operations team meetings
- Other duties as assigned.



## Administrative Coordinator (Part-time)

### **Requirements and Qualifications:**

- Bachelor's degree and 3-5 years of experience as an administrative assistant or related administrative experience in the nonprofit sector. Experience may be substituted for a degree.
- Must be able to work independently and meet multiple deadlines.
- Highly organized with a strong attention to detail.
- Strong listening, written and oral communications skills.
- Proficiency in Microsoft Office, Excel, and Google Drive. Salesforce experience is preferred.

### **We Provide:**

- A committed and awesome team serving a community-driven organization
- Competitive compensation and benefits
- Flexible work hours and tools to support our virtual office environment.
- A laptop will be provided.