

Southern Adirondack Independent Living Position Posting

Title: Administrative Team Coordinator

SAIL is looking for a talented, motivated individual to provide support and continuity for our senior management team.

This position will provide support for payroll processing, benefits administration, as well as accounts payable/receivable; along with other operational assistance. The position will also assist with developing promotional materials, online postings, and special projects as needed.

The ideal person will be proficient in Microsoft Word, Excel, and QuickBooks, and have adequate writing/verbal skills. Demonstrated experience in non-profit operations and budget management is a plus. Must be dependable, personable, and able to maintain the highest level of confidentiality and integrity at all times. Attention to detail is of utmost importance.

This position requires a minimum of a two-year degree in business and five years' experience in either a business or non-profit setting, or a four-year degree and three years' experience, or an equivalence in education and experience. The right candidate will be proficient in, and embody the following qualities; verbal and written aptitude; computer programs proficiency; organizational and problem solving skills; vibrant, positive personality.

Due to the nature of this position, work hours may vary based on the needs of the agency and outreach events. Occasional weekend and evening availability may be required.

Status: Full-time, non-exempt position @ 37.5 hours per week

Salary: \$50,000 annual rate

To apply, please send a letter of interest and resume to Tyler Whitney, Executive Director at Tylerw@sailhelps.org.