



Vacancy Announcement

Position Title: Administrative Coordinator
Reports to: Executive Director
Work schedule: Mondays-Saturdays (48 hours)
Duty Station: Montserrado, with frequent travels to counties of operation

Opening Date: July 27, 2018

Closing Date: August 3, 2018

Background on KEEP: KEEP is a registered and accredited national Non-profit Organization that works at the grassroots level in 4 counties in Liberia (Grand Gedeh, Gbarpolu, Rivercess & Montserrado) and focuses on providing various support in the education sector, particularly at the primary school level. KEEP also engages in women & girls' empowerment, economic livelihood, access to justice, promotion of rights in schools, strengthening youth education through computer and reading literacy programmes, child sponsorship and advocacy.

Job Summary:

The Administrative Coordinator is responsible for coordinating various KEEP's administrative & Human Resource activities. The role is responsible for supporting the Executive Director in developing and implementing administrative procedures, donor management, attend coordination meetings, etc.

Main Duties And Responsibilities

- Support with the planning, coordination and implementation of KEEP's various fundraising activities.
- Track and follow up the expiration of various legal accreditations and clearances.
- Support the Executive Director in Donor Management activities and maintain an accurate up-to-date database of KEEP's individual donors.
- Support with the population and content development for various social media platforms.
- Regularly produce content for KEEP's monthly newsletters.
- Keeps an organized filing system (electronic & hard) for all of KEEP's administrative documentation.
- Coordinate the HR program for KEEP's employees, including Performance Management, personnel files, leave & attendance, training, etc.
- Attends consultative meetings with relevant coalitions and forums and ministries to represent KEEP and provide feedback summary to Executive Director.
- Support with the compilation of KEEP's Annual Report.
- Perform any other duty as may be required.

www.keeplib.org

<https://www.facebook.com/KidsEngagementProjectLiberia>



Requirements

- Minimum Bachelor Degree in Social Sciences or Education, development work, or related field.
- Good working knowledge of Microsoft Office 2003/2007, ability to use word processing, spreadsheet, data analysis package and database software; email and internet and various social media apps.
- Good communication skills. Both written and spoken.
- Must be able to communicate fluently in English (written & spoken).
- Ability to multitask and deal with stressful situations and problem solve.
- Ability to work in a fast pace environment and a team setting.
- Available to work at flexible schedule that includes evenings and sometimes weekends and or holidays.

Interested candidates are asked to send their applications to keep Liberia@gmail.com