

## **JOB ANNOUNCEMENT**

**POSITION AVAILABLE:** Administrative Coordinator

**SUMMARY OF POSITION:** The Administrative Coordinator works under the direct supervision of the Executive Director, to insure the smooth operation of the Network office. Specific job duties include office management; human resources administration; fiscal and grant management; as well as supervision of administrative staff

**QUALIFICATIONS:** MA degree in Business Administration or six years equivalent work/volunteer experience. Experience with Office Suite and QuickBooks required. Supervisory experience required. Experience with non-profit organization operations and grant management is preferred. Applicant must have reliable transportation and be willing to use for work related purposes. EEO employer.

**SALARY/HOURS:** Full Time, 9 - 5, Monday - Friday.  
\$50,000.00 per year to start.  
Position open March 1, 2016

**CLOSING DATE:** Applications must be received by 12:00 noon on February 3, 2016. A one-page statement of interest should be included with resume.

**FOR MORE INFORMATION:** Contact the NNADV office at 828-1115. Send letter and resume to: NNADV, 250 S. Rock Blvd #116, Reno, NV 89502 or email to [accounting@nadv.org](mailto:accounting@nadv.org)