

Job Posting



Office & Admin Coordinator

Reports to: Operations & Compliance Manager

Location: In Office

Pay: \$27/hr **Schedule:** M-F 9-4

Status: Full-Time; Non-Exempt

About the Role

The Office & Admin Coordinator keeps Stara Collaborative's day-to-day office running smoothly, handling the administrative, scheduling, and logistical work that lets staff and sponsored projects focus on their core work. This role owns the office's physical and operational basics, including supplies, vendor and facilities coordination, shared and community spaces, mail, records, and meeting logistics.

The Coordinator works closely with the operations and fiscal sponsorship teams, supporting scheduling, document management, team logistics, and event and meeting setup across the organization. They keep shared systems organized and accessible, anticipate the practical needs of a busy office, and bring a steady, helpful presence to everyone they work with.

This role is a good fit for someone who is organized, detail-oriented, and genuinely enjoys supporting other people's work, and who can move comfortably between routine tasks and the occasional unexpected request.

What You'll Do

- **Keep the office running.** Order, track, and stock office and kitchen supplies within budget, and serve as the main point of contact for vendors and service providers, including building management, cleaning, equipment, and technology. Troubleshoot everyday office technology like printers, copiers, and AV equipment, and escalate to IT or outside vendors when an issue needs more support.
- **Coordinate spaces and welcome people.** Manage reservations for Stara's shared and community spaces, prioritizing requests across staff, sponsored projects, and partners, and

make sure each space is set up and ready before use. Serve as the welcoming face of the office, greeting staff, visitors, and community members and directing them to the right person or resource.

- **Manage documents and mail.** Maintain organized, accessible files in Google Workspace, keep shared drives current and easy to navigate, handle incoming and outgoing mail, and help assemble board materials ahead of meetings.
- **Coordinate scheduling and team logistics.** Coordinate calendars and schedule meetings across staff, project leads, and partners. Capture and share meeting minutes and action items in the project management tool, book staff travel, handle logistics for meetings and gatherings, and provide occasional after-hours support for events.
- **Support the Executive Director.** Provide administrative support to the Executive Director, including calendar management, scheduling, receipt and expense tracking, preparing meeting materials, and tracking follow-up items.

What We're Looking For

- Required
 - 2+ years of experience in office coordination, administration, operations, or executive support, preferably in a nonprofit, foundation, or mission-driven organization.
 - Strong organizational skills, with a demonstrated ability to manage multiple priorities and deadlines accurately and follow through without close oversight.
 - Proficiency with Google Workspace and comfort learning new systems quickly.
 - Clear, professional written and verbal communication, with the ability to be a reliable point of contact for staff, vendors, and community partners.
 - Discretion and good judgment in handling confidential information, including executive correspondence, expenses, and records.
 - Familiarity with nonprofit operations or fiscal sponsorship.
- Preferred
 - Experience working with a project management tool like Asana/Trello.

How to Apply

Email your resume and cover letter to jobs@stara.org.

Please include the position you are applying for in the subject line of your email.

EQUAL OPPORTUNITY EMPLOYER:

Black, Indigenous, and other people of color, immigrants, women and femmes, LGBTQI+ individuals, people with disabilities, neurodiverse people, and formerly convicted, incarcerated, or systems-impacted people are highly encouraged to apply. Stara Collaborative does not discriminate on the basis of race, color, religion, creed, age, sexual orientation, gender identity or expression, marital status, national origin, citizenship, ancestry, genetic information, disability, veteran status, political affiliation, medical condition (including pregnancy, childbirth, breastfeeding, and related conditions), or any other category protected by law.