

Open Position: Administrative Coordinator with Law Enforcement Experience

The Institute of Public Strategies is seeking an experienced Administrative Coordinator to provide a variety of operational support for a community project with the goal of reducing crime and violence along US-Mexico border in California. This position is not an entry level administrative support position, but rather an experienced support position that can handle a variety of daily requests. Strongest preference will be given to those individuals with law enforcement background/experience. The project office is in Chula Vista, CA.

Key Responsibilities (include, but are not limited to)

- Accurately complete all administrative tasks including word-processing, filing, mail processing, maintaining correspondence, and reception in a timely manner, utilizing volunteer resources when appropriate;
- Maintain databases on computer and hard copy of organizational records with timely and accurate updating and filing;
- Coordinate travel for project staff, arranging airline tickets, hotels & per diem requests;
- Responsible for handling telephone, internet & software service contracts & maintenance;
- Coordinate and maintain office supplies, ordering supplies and keeping accurate inventory and other records;
- Compile data and prepare reports as requested;
- Participate in staff meetings, planning meetings and other project meetings as needed;
- Creating presentations, graphs, digital video and overhead slides as needed;
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Job Qualifications and Experience

- 5 years executive office experience;
- Previous operations within law enforcement is a plus;
- Spanish/English bilingual applicants are preferred;
- Demonstrated skill and experience in problem solving in organizational settings;
- Exceptionally high level of professional and personal integrity;
- Self motivated, with strong desire to learn and produce results without direct supervision;
- Excellent verbal and written communication skills, including organizational, detail and interpersonal skills;
- Excellent computer skills and knowledge including word-processing, database operations, spreadsheet, and other software systems;
- Ability to multi-task and handle unexpected work items on a regular basis.

This opportunity is defined as a full-time position within a two-year program effort with health coverage and other generous benefits.

See website: www.publicstrategies.org for descriptions of current and past projects.

To Apply:

Email cover letter, resume, and salary history to adminposition@publicstrategies.org

In accordance with ADA guidelines, reasonable accommodations will be made for individuals with disabilities who are otherwise qualified and able to perform the functions of this position.

The Institute for Public Strategies is an Equal Opportunity Employer and is committed to fostering diversity within its staff.