



O P P O R T U N I T Y D E S C R I P T I O N

ADMINISTRATIVE COORDINATOR, IMPACTS EXPERIENCE

COMPENSATION: \$40 per hour

TIME COMMITMENT: Estimated at approximately 16-24 hours/week

LOCATION: Primarily remote/virtual

POSITION STATUS: Independent contractor

OPPORTUNITY: IMPACTS Experience (EXP) seeks an organized and conscientious professional to manage administrative duties and coordinate logistical arrangements for the company's engagements and operations. This position is ideal for a detail-oriented professional with an administrative background. The ideal candidate will be able to establish and follow organizational procedures; keep accurate, thorough records; and prioritize tasks effectively to meet deadlines and prepare for engagements in a timely manner.

BACKGROUND: IMPACTS Experience delivers actionable, real-time intelligence and expert analysis to clients primarily in the visitor-serving cultural sector. Select current and recent clients utilizing IMPACTS technologies include projects concerning the European Union, Smithsonian Institution, Monterey Bay Aquarium, Stanford University, United Nations Educational, Scientific and Cultural Organization (UNESCO), California Academy of Sciences, San Diego Zoo, National Park Service, Carnegie Museums, and the Wildlife Conservation Society. IMPACTS Experience shares the practical implications of the data it collects on the company's blog, *Know Your Own Bone* (www.colleendilen.com).

DUTIES:

- Providing administrative and logistical management for IMPACTS Experience's daily, monthly, and annual projects



- Managing the organizational calendar by scheduling engagements, deadlines, calls, and other appointments
- Working closely with the Content Strategist to manage client engagements
- Working with clients and partners to coordinate logistics for engagements
- Drafting and managing service agreements
- Monitoring and responding to incoming requests
- Drafting and managing invoices
- Monitoring payments to report to the leadership team
- Finalizing documents and providing copyedits
- Providing additional support to co-founders as needed

REQUIREMENTS:

- Detail-oriented and organized
- Self-management skills and experience working independently
- Ability to communicate with executives in the US and beyond with professionalism, respect, and timeliness
- Project management experience and/or ability to manage multiple moving parts simultaneously
- Excellent written communication skills
- Ability to work well remotely on a small and agile team

OTHER INFORMATION:

- The ideal candidate is able to focus and perform remotely, working primarily via video, phone, and email communications.
- We're a small company with big technologies! We're seeking someone who is passionate about helping nonprofits, but who also has an entrepreneurial mindset and welcomes the opportunity to work with a growing company (and all of the learning this entails).
- While the position allows for some flexibility, time-sensitive responses are often required during standard working hours. Any candidate for this position must generally be available during these times.



- While this position is remote, IMPACTS Experience will only be considering US residents for this position.
- In addition to core leadership team members (both co-founders and Content Strategist), this position will work with and support other team members or specialists engaged by IMPACTS Experience either as long-term or project-specific contractors, such as writers.
- IMPACTS Experience provides proprietary research, and partners with several entities with which data findings are protected by law. We are seeking someone respectful of these parameters.

HOW TO APPLY: Please send a cover letter and resume to opportunity@impactsresearch.com. Applications will be accepted on a rolling basis until the position is filled.