

## **Position Announcement**

### **Administrative Manager**

#### **About the Volcker Alliance**

The [Volcker Alliance](#) is a nonprofit founded by former Federal Reserve Board Chairman Paul A. Volcker to empower the public sector workforce to solve the challenges facing our nation. We build partnerships with government and universities, promote innovation in public service education, drive research on effective government, and inspire others with the story of Mr. Volcker's commitment to public service. We envision a public sector workforce with the experience, preparation, and commitment to ensure government is accountable and delivers with excellence.

The Volcker Alliance is committed to cultivating a diverse team and inclusive workplace. We believe that building a team whose members draw upon different lived experiences and offer myriad perspectives is critical to advancing our mission. To empower the public sector workforce to solve the challenges facing our nation, the Volcker Alliance needs employees who are as diverse as America, each bringing different insights into the work of government in communities across the country. We believe our success hinges on engaging employees who are Black, Indigenous, and people of color. We strongly encourage applications from people with these identities or who are members of other historically excluded and marginalized communities.

#### **Position Overview**

The Volcker Alliance is seeking a highly motivated administrative professional to join the organization as a full-time Administrative Manager starting in late 2022/early 2023. The Administrative Manager will work closely with program teams and external stakeholders to advance the Alliance's mission and vision. Central responsibilities include scheduling, event planning, meeting logistics, board management, correspondence, documentation, and providing administrative support.

#### **Responsibilities**

- Manage scheduling needs for multiple program teams by:
  - Communicating with internal and external partners;
  - Arranging virtual and in-person meetings;
  - Making travel arrangements; and
  - Maintaining detailed, shared calendars.
- Manage support and outreach for Alliance Board of Directors, under the guidance of the Board Secretary, by:
  - Managing scheduling and logistics for board and committee meetings;
  - Assembling and distributing board materials, documents, and reports;

- Maintaining board contact lists and handbook; and
  - Responding to requests and inquiries, as needed.
- Provide administrative support to the program teams by:
  - Preparing meeting notes and minutes;
  - Organizing receipts, tracking expenses, and creating expense reports;
  - Maintaining up-to-date and clearly organized cloud filing systems;
  - Entering and tracking program data; and
  - Assisting with special event preparation and production;
- Provide administrative support across the organization, as needed; and
- Work closely with our hard-working team, taking on a range of tasks as directed.

### **Qualifications**

- Associate's degree required; Bachelor's degree preferred;
- Between three to five years of work experience in positions with administrative or office management responsibilities within fast-paced office environments;
- Experience and proficiency in handling multiple calendars;
- Excellent interpersonal and written communication skills;
- High level of proficiency with Microsoft Office (particularly Word, Excel, PowerPoint, and Outlook);
- Exceptional attention to detail, accuracy, and organization;
- Ability to work proactively, think ahead, and take initiative in a dynamic work environment;
- Personable and positive team player;
- Experience with office operations, accounting and finance, or human resources a plus; and
- Demonstrated interest in government, public policy, and/or public administration preferred.

### **Position Specifics**

- Position availability: December 2022 – January 2023
- Status: Full-time, Exempt and reporting to the Executive Vice President
- Location: The position has the option to be based out of New York City or Phoenix on a hybrid schedule or to be fully remote if based in a different location.
- Benefits: The Alliance offers a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, paid holidays, retirement plan, and professional development stipend.

### **How To Apply**

Please submit a cover letter and résumé by email to [hiring@volckeralliance.org](mailto: hiring@volckeralliance.org), indicating the position “Administrative Manager” in the email subject line and where you heard about the position announcement in the email body. No calls please.