



## **Join our Team as our Administrative Support Coordinator**

Join our team of dedicated professionals who work together to strengthen and enhance education in our community.

As the Administrative Support Coordinator, you will be responsible for providing excellent administrative support to the Appleton Education Foundation's small, but mighty team, including the Executive Director, Development & Engagement Director, and Grants & Scholarships Manager. The individual works most closely with these staff members and interacts with Community Foundation for the Fox Valley Region team members, Appleton Education Foundation board members, volunteers and donors, as well as board and staff members of the Appleton Education Foundation's partner organization, and the general public.

If you have at least three years of experience in an administrative support role and proficiency in Office 365, we would love to hear from you! Please see the detailed job description below.

The Appleton Education Foundation offers flexible hours, with some hybrid work possible. Our team primarily works in our offices at 122 E College Avenue, Suite 1-B, Appleton, WI.

The Appleton Education Foundation is a supporting organization of the Community Foundation for the Fox Valley Region. As such, AEF staff members are considered leased employees of the CFFVR and follow related employment practices and training, and the Employee Handbook.

This position is expected to work 20 hours per week. This position includes 60 hours of paid time off annually, based on a 20-hour/week schedule, but is otherwise classified as part-time, benefits-ineligible. The starting salary is \$23.70 per hour. A start date no later than April 2026 is preferred.

We are excited to learn more about your experience. **Please submit your resume and cover letter to [careers@cffoxvalley.org](mailto:careers@cffoxvalley.org) using the following email subject line: AEF Administrative Support Coordinator.**



## Job Description

**POSITION TITLE:** Administrative Support Coordinator

**LOCATION:** Appleton Education Foundation, 122 E College Ave., Appleton, WI 54911

**REPORTING TO:** Executive Director

**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Non-exempt, 20 hours per week, flexible hours

**CLASSIFICATION:** Part-Time Benefits Ineligible

**LAST UPDATED:** February 26, 2026

### POSITION SUMMARY

The **Administrative Support Coordinator** is part of the Appleton Education Foundation's dedicated team of professionals who work together to strengthen and enhance education in our community. The Foundation's primary focus is preK-12 students in the Appleton Area School District (AASD). Education of the broader community also is of interest. Since its founding in 1997, the Foundation has awarded grants totaling more than \$6.5 million for educational projects and programs that otherwise would not be possible given limited public resources.

The **Administrative Support Coordinator** is responsible for providing excellent administrative support to the Executive Director, Development and Community Engagement Director, and the Grants & Scholarships Manager. The individual works most closely with these staff members and also interacts with members of the Community Foundation for the Fox Valley Region team, Appleton Education Foundation board members, volunteers and donors, as well as board and staff members of Appleton Education Foundation's partner organization, and the general public.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Administrative and Office Support

- Provide general administrative support.
- Manage calendars, coordinate room reservations, set up and clean-up rooms for in-person meetings.
- Send agendas, take meeting notes, and assist with follow-up on action items, as requested.
- Maintain organized digital files and records.
- Support and assist with document retention and destruction.
- Oversee the general appearance of the office and storage area. Order and stock supplies, as needed.

#### Program Support

- Support a flagship program supplying schools with additional classroom resources.
- Support fundraising campaigns by providing administrative and logistical assistance.
- Assist with grants administration by generating award letters and preparing copies for appropriate parties.
- Prepare scholarship award letters and certificates in support of program administration.
- Support a partner organization through administrative tasks such as check assembly and mail preparation.
- Help ensure program tasks and deadlines are completed timely.

#### Coordination and Follow-Up

- Assist with internal project coordination to keep work moving forward.
- Help prepare materials for meetings, presentations and reports.

## **Overall Team Support**

- Recognize that as a small nonprofit foundation, AEF has several "all hands" projects which require willing and cheerful contributions of all staff (Knowledge Open golf event and other Foundation events).

*This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.*

## **EDUCATION AND/OR EXPERIENCE**

- Three years of administrative or office support experience required. Nonprofit experience a plus.
- Proficiency with Office 365 applications and the ability to learn and apply various software packages.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Able to demonstrate belonging, integrity, respect, stewardship, and teamwork values throughout work and interactions.
- A deep respect for public education and a belief in its value and impact.
- Respect for and discretion about confidential information.
- Excellent organizational skills, effective time management, and attention to detail and follow-through, including exceptional proofreading skills.
- Strong written and verbal communication skills. Effectiveness speaking with people in-person and on the phone.
- Ability to understand and address challenges with sound judgement, high integrity, and professional demeanor.
- Mature, pleasant, professional.
- Self-starter and goal oriented. Able to work independently and as member of a team.

## **WORK ENVIRONMENT AND JOB SPECIFICATIONS**

**The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.**

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to ten pounds and occasionally lift and/or move up to twenty pounds.
- Travel occasionally to area schools or businesses for work related to this position.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.*