

Administrative Coordinator JOB DESCRIPTION

Department	Administration	Reports To	Director of Operations
Location	Wasilla, AK	Travel	Less than 25%
FLSA Classification	Non-Exempt	Supervisory Responsibility	No
Salary Grade	1	Salary Range	\$23-\$26 per hour
Effective Date	July 2026	Last Review Date	07.09.26

Position Summary

The Administrative Coordinator (AC) is the first and primary contact for public inquiries and communications, always demonstrating the highest level of professional conduct and demeanor when interfacing with or on behalf of the Foundation. The Administrative Coordinator tracks and coordinates office logistics, including the annual calendar, deadlines, regulatory requisites, and facilitates timely compliance.

Essential Duties and Responsibilities

Administrative & Office Support

- Provide primary support for the Director of Operations.
- Provide administrative support, coordination, and logistics to Administration and Operations teams.
- Perform all day-to-day front desk functions, including greeting guests, ordering supplies, answering a multi-line phone system, managing W-9s, email/internet communications, copy preparation/filing, stamping/distribution of mail, and coordination of front-desk workflow.
- Maintain general office directories, records/data management systems, and databases.
- Maintain the office, including kitchen/breakroom, in a clean and organized manner.
- Coordinate all communication, requests, and calendaring for the conference center (SKEDDA) in conjunction with the Facilities Manager.
- Coordinate catering for meetings and assist with setup and cleanup of special events.
- Serves as the company's Notary Public (not required for hire).



HR Support

- Assist with new hire onboarding logistics to include scheduling orientation meetings/events, preparing welcome kits and other duties as needed.
- Support HR with recruitment as needed.
- Help coordinate employee recognition programs, staff events, and engagement activities.
- Respond to basic HR inquiries, directing employees to appropriate policies, forms, or HR staff as needed.

Finance & Operations Support

- Process accounts payable utilizing Stamplicy; track and reconcile the various Stamplicy cards used for operations.

Health Equity & Inclusion

- Support program alignment with the organizational commitment to promoting health equity and inclusion.
- Strive toward equity and inclusion in all interactions.
- Advance personal and professional growth in cultural competency.

Other Duties

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

- Ability to advance the mission of MSHF through detailed and effective organizational skills and logistics coordination.
- Ability to learn quickly, stay flexible, and remain highly organized in a fast-paced environment with competing demands, while maintaining integrity of work product.
- Demonstration of a positive attitude and approach while working cooperatively in a team-oriented setting.
- Ability to facilitate cross departmental collaboration.
- Demonstrates a customer service orientation when supporting internal stakeholders, ensuring needs are addressed promptly and effectively.
- Excellent written and oral communication skills, sensitive to confidentiality and the diplomacy required when communicating with a broad and diverse audience.
- Proven and progressively responsible office management skills.



Education & Experience

- 2–3 years of related administrative experience.
- 1 year of experience in HR preferred but not required.
- High school diploma or GED required.

Work environment: Employee will be working in a typical office environment with offices, moderate temperature, and equipment noise.

Physical demands:

- The physical demands of this office-based position primarily include prolonged periods of sitting at a desk or workstation.
- The role requires sufficient manual dexterity to perform frequent tasks such as typing, using a mouse, writing, and handling documents.
- Visual acuity is essential for reading printed materials, emails, spreadsheets, and computer screens.
- Effective verbal communication and adequate hearing are necessary for regular interactions via phone, video conferencing, and in-person meetings.
- The position may occasionally require minimal lifting or carrying of items weighing up to 20 pounds, such as laptops, binders, or office supplies, as well as occasional standing or walking within the office environment for meetings or collaborative tasks.
- Additional physical requirements may include occasional travel—which can involve extended periods of sitting, walking through airports, and lifting luggage—or stair climbing in offices where elevators may not be accessible.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position, in accordance with the Americans with Disabilities Act (ADA).

EEO statement: Mat-Su Health Foundation is an equal employment opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.