

Why You'll Love This Role

The Administrative & Program Support Coordinator helps keep the Center for Safe Alaskans welcoming, organized, responsive, and ready to serve our community. This is a hands-on role for someone who enjoys variety: one hour may involve preparing board materials or updating a spreadsheet, and the next may involve helping with a car seat check, setting up a meeting room, updating the website, or preparing a newsletter.

This position supports the whole organization, and we are looking for someone to contribute to a mission-driven team. The role is ideal for someone who is tech-savvy, organized, service-oriented, detail-focused, and comfortable managing a variety of tasks in a collaborative environment, supporting multiple staff members while keeping priorities clear.

Employment Snapshot

Status:	Full-time, Non-Exempt, At-Will
Location:	On-site at 4241 B Street, Anchorage, AK 99503
Schedule:	Usually Monday-Friday, typically 8:30 a.m.– 4:30 p.m., with some flexibility. Occasional evening or weekend work with notice.
Pay Range	\$26-\$28/hour (depending on qualifications and experience)
Benefits	• 100% employer-paid employee medical, dental, and vision coverage • Nearly six weeks of paid time off annually plus 12 paid holidays • Employer 403(b) retirement contributions beginning after 12 months • Private office and free parking • Paid certification training

How to Apply

Send an email detailing why you would be a great fit for this position, along with your resume, to mandi@safealaskans.org. Resume review begins immediately, followed by interviews and will continue until the position is filled.

Office & Operations

- Welcome visitors, answer phones, and respond to general inquiries.
- Provide administrative support and assist with daily office operations, run errands.
- Prepare documents, packets, and outreach materials for meetings and events.
- Maintain organized paper and electronic files and databases.
- Maintain inventories and order office and program supplies.
- Maintain shared office spaces.
- Coordinate office access, meeting room needs, maintenance scheduling, and facility logistics as directed.
- Track assigned tasks and keep the team updated on progress.

Program Support & Community Support

- Prepare and mail reflective safety tape to individuals and community partners.
- Obtain and maintain required certifications, including Child Passenger Safety Technician and CarFit Technician. Paid training and mentorship are provided.
- Assist with direct services, including daily car seat check appointments at the office.
- Work outdoors during direct service activities, which may be conducted in inclement weather.
- Support community events, educational presentations, outreach activities, and safety material distribution.
- Enter program data and maintain accurate, organized program records, forms, materials, and supplies.

Meetings & Board Support

- Help coordinate board, committee, staff, training, and community meetings.
- Prepare and distribute agendas, packets, reports, and follow-up materials.
- Take meeting minutes.
- Coordinate meeting logistics, including room setup, virtual meeting support (Zoom and Owl), refreshments, attendance tracking, and vendor communication.
- Set up, clean up, and break down meeting and event spaces.
- Purchase and/or pick up meeting supplies, food, and materials.
- Maintain board, committee, partner, volunteer, and participant records.

Communications

- Make simple website and print material updates using WordPress, Canva and similar tools. Updates may include text edits, image updates, event postings, news items, and resource updates.
- Support ADA accessibility across websites, digital documents, and multimedia content by coordinating with staff to ensure alternative text, captioning, and accessible formatting are applied. (Training provided.)
- Help prepare newsletters, e-newsletters, mailing lists, print mailings, labels, and envelopes.
- Format and proofread communications for grammar, spelling, and consistency.
- Prepare and schedule approved social media content using Hootsuite or similar platforms.
- Help maintain a social media calendar.
- Export/pull basic metrics from Hootsuite, Google Analytics, newsletter platforms, and other communications tools.
- Collect updates, photos, and basic content from staff, events, and activities.

Finance & Facilities

- Provide administrative support to the Deputy Director.
- Organize, scan, file, and maintain financial records and supporting documentation.
- Help process invoices, receipts, reimbursement requests, and obtain electronic and live signatures.

- Help maintain organized expense records, grant documentation, and financial tracking materials.
- Handle financial, personnel, and confidential information with discretion.
- Communicate with the vendors and service providers as assigned.
- Track maintenance requests, work orders, facility needs, and follow-up items.
- Coordinate office access, meeting room needs, maintenance scheduling, and facility logistics as directed.

Qualifications

While no one candidate will have all the qualifications, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences.

Required

- Welcoming, respectful, and professional approach when working with diverse people, our team and community organizations.
- Administrative, office, program, or customer service experience.
- Strong organization, communication, and attention to detail.
- Ability to prioritize work, adapt to changing needs, and follow through on assignments.
- Ability to work independently and collaboratively as part of a team.
- Proficiency with Microsoft Office and common office technology.
- Ability to work on-site in Anchorage, Alaska, with regular and reliable attendance.
- Reliable transportation.
- Ability to perform physical tasks including regularly lifting, carrying and moving items such as office supplies, meeting supplies and car seats, up to 40 pounds.

Preferred

- Some college or equivalent education and experience.
- Five years of administrative or equivalent support experience.
- Experience with applications such as WordPress, Hootsuite, Google Analytics, Mailchimp, Constant Contact, or similar applications.
- Experience supporting boards, committees, meetings, or public communications.

Working Environment

This position combines office work with community events and occasional outdoor activities. Some evening or weekend work may be required with advance notice.

Equal Opportunity Employer

Center for Safe Alaskans is committed to creating a diverse, inclusive, and respectful workplace and encourages applications from individuals with a wide range of backgrounds and experiences.