

Administrative Coordinator (20 hours/week on average)

The **Brain Injury Association of Pennsylvania (BIAPA)** has an opportunity for a part time administrative coordinator to support our mission-driven, nonprofit organization. BIAPA supports individuals who have had brain injuries and their families through education, connections to services and supports, advocacy, and research.

1. Position is primarily remote with proximity to Lancaster, PA preferred.
2. Support activities of the Executive Director and Board as requested. Support project activities for the Pre-Enrollment Assistance Programs, BrainSTEPS, and other grants and projects for the organization.
3. Provide leadership to Annual Conference Planning process in collaboration with the conference committee. Complete timeline, facility arrangements, registration, scholarships. Coordinate program including speakers and presentation needs, exhibitors, silent auction preparations, payments and donation receipts. Provide onsite management of daily events for the conference including attendee registration and vendor check-in as well as banquets. Maintain an event history binder and complete reports. Assist with Continuing Education requirements and process CEU certificates for attendees.
4. Provide service location for toll free line; respond to mail, phone calls, faxes or forward to appropriate person. Assure mail and invoices are processed and forwarded to financial coordinator.
5. Maintain BIAPA records. Provide clerical support to the board (meetings, agenda, coordinate annual retreat)
6. Submit quarterly membership lists and annual dues calculation for BIAA.
7. Update database related to members and donors and run reports. Acknowledge membership payments.
8. Order supplies as requested including for fundraising events, brain safety fairs, and other programs as needed.
9. Experience working with nonprofits is preferred.
10. Position is a part time, contract position with salary related to experience and opportunity to grow over time.

Please send a letter of interest and resume to employment@biapa.org.