



## **MAPS Education: Education Administrative Coordinator**

MAPS Education team is seeking an organized and dedicated individual to serve as the Education Administrative Coordinator. This role supports various educational programs and works with program administrators and the MAPS Office. The successful candidate will have excellent communication and problem-solving skills and manage a diverse set of duties in a fast-paced environment. Role is remote for most responsibilities, although in-person attendance may be required occasionally for specific events such as program launches, the start of the school year, graduations, and the beginning of summer camp. This role reports to MAPS Director of Education.

### **RESPONSIBILITIES**

- Respond promptly and professionally to inquiries from community members via email, text, phone, and WhatsApp.
- Manage and support class registration, including setting up registration for classes and applying scholarships for applicant families in need
- Coordinate payments for paid staff of programs
- Assist with promotion of programming in coordination with MAPS Marketing team and by posting updates on social media platforms
- Compose email communication to program administrators and program participants where needed
- Support programs with various needs, such as reserving rooms for classes or enabling instructor registration on the registration platform
- Regularly record procedures and processes to ensure up-to-date documentation

### **Required Qualifications**

- Excellent written and verbal communication skills in English.
- Highly organized and detail-oriented with excellent time management skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficient in Microsoft Office

### **Preferred Qualifications:**

- Experience in administrative or customer service roles.
  - Familiarity with education or non-profit organizations.
  - Experience with registration platforms (MAPS Education uses ACTIVE)
  - Experience working within the Muslim community.
- Compensation commensurate with skills and experience

Time commitment: 15-25/hrs per week

Please send your resume, cover letter, and any references to [adam.jamal@mapsredmond.org](mailto:adam.jamal@mapsredmond.org). Please include how your work experience relates to this role as well as your experience in the Muslim community.