**Peace Education Center of Greater Lansing**

**Office Coordinator Job Description**

**The Peace Education Center** is a 50-year-old non-profit organization dedicated to educating and lobbying to further the cause of peace and justice in the world. Our mission centers on limiting or ending war, lowering military spending levels and educating about the costs of war. Justice activities expand into related areas at times, ranging from local, national and/or international issues of concern around civil rights or economic or environmental injustices.

**Summary**: The Office Coordinator will perform a variety of tasks depending on project deadlines in the Peace Education Center’s (PEC) office. This will include tasks as assigned by the Board of Directors or the Executive Committee. This position helps to extend the resources in the PEC to better assist and complete the needs of our work.

**Essential Duties and Responsibilities**

* Maintaining hard copy and online files, such as sorting, filing, and data entry.
* Assisting with social media, such as email, Facebook, website and Twitter.
* Assisting with fundraising and outreach events, including help with planning, scheduling, preparing/sending publicity as well as being on hand to coordinate events when possible.
* Maintaining the office, including working with the UUMC on office needs, helping with equipment upkeep and setting up for meetings.
* Attending board meetings and working with board members to support the PEC’s programs and activities.
* Understanding and appreciating PEC’s mission in order to be able to knowledgeably and respectfully answer phones and direct questions or comments to the proper place.
* Other duties as assigned.

**Requirements**

* Must be professional, dependable, and respectful. Willing to take direction.
* Be self-directed, willing to take initiative, and detail oriented.
* Must accurately keep track of hours worked and duties performed.
* Respect and maintain confidentiality of the PEC’s work, donors, volunteers, and board members.
* Computer skills and familiarity with social media platforms.
* Attend some PEC Board Meetings or events as needed.

**Training & Supervision**

* Attend general orientation on the PEC Office.
* Complete office orientation which includes training on the following items:

# Operation of PEC Social Media platforms

# Office equipment and procedures

* Work under the guidance and direction of PEC Executive Committee or designees.

**Hours**

* Up to 10 hours per week or as needed to complete the PEC’s work.

**Benefits**

* $20 per hour, working as an independent contractor.