



Job Title: Administrative and Grants Coordinator

General Information: Special Olympics Alaska provides year-round sports training and athletic competition in a variety of Olympic-type sports for people with intellectual disabilities by giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.

Position Summary: The Administrative and Grants Coordinator shall be directly responsible and accountable to the CEO of Special Olympics Alaska. The Administrative & Grants Coordinator provides organization-wide administrative, financial-documentation, travel, logistics, and data-management support. This position coordinates office purchasing and maintains paper and electronic files, processes and routes financial documentation, and enters program and participant information into GMS and other designated systems. The Coordinator also maintains grant files and reporting calendars, collects data from departments, tracks grant and strategic-plan measures, and assists with the preparation of supporting documentation for grant reports.

Qualifications: College degree preferred. Familiar with Special Olympics Alaska mission, philosophy, general and sports rules. At least three years of progressively responsible experience in administrative support, office coordination, data entry, program support, finance support, grants administration or related area. High energy and good computer, written and oral communication and organizational skills. Ability to work some nights and weekends.

Supervisor and Evaluation: Supervised and evaluated annually by the President/CEO.

Responsibilities include:

- ☐ Provide administrative support to the CEO, COO, and department staff, including document preparation, filing, scanning, record retrieval, scheduling, correspondence, and special projects.
- ☐ Assist the Finance Manager with locating and organizing documentation for financial reporting, grant reports, audits, monitoring reviews, and other compliance requests.
- ☐ Coordinate organizational travel and logistics, including flights, lodging, ground transportation, itineraries, meeting arrangements, and related documentation.
- ☐ Order office and program supplies, monitor inventory, coordinate deliveries, communicate with vendors, and complete routine administrative errands.
- ☐ Process registration forms and enter participant, attendance, service, sports, school, and departmental information into GMS and other organizational systems.
- ☐ Review data for accuracy, completeness, consistency, and duplicate records; follow up with departments regarding missing or inconsistent information.



- ☐ Maintain grant files, reporting calendars, deadlines, agreements, amendments, deliverables, supporting documentation, and final submissions.
- ☐ Collect and organize program data, performance measures, supporting documents, and departmental updates needed for grant reporting and strategic-plan tracking.
- ☐ Develop and maintain procedures, checklists, spreadsheets, forms, and filing systems that improve administrative efficiency, data quality, and consistency.
- ☐ Identify approaching deadlines, missing documentation, data-quality concerns, and administrative process issues, and communicate them promptly to the appropriate staff.
- ☐ Protect confidential financial, participant, grant, and organizational information and follow established internal-control procedures.
- ☐ Perform other related administrative, data-management, grant-support, and office-coordination duties as assigned.

Wage and Benefits: Wage is competitive and commensurate with experience and qualifications. This is a full-time hourly non-exempt position with benefits. Benefits include holidays, vacation and personal leave, medical, dental, and vision insurance, and a 401(K)-retirement plan.

Special Olympics Alaska is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.