



THE UNITY PROJECT

We are a group of concerned families, business leaders, and other professionals that recently joined together to launch **The Unity Project** to aid a unified movement against forced Covid-19 child vaccines, via unification efforts, resourcing, and the need to amplify the best strategies of the most effective groups already doing tremendous work in this space.

We recognized the urgent need to unite statewide into a powerful force of concerned citizens that is well-resourced, well-coordinated with streamlined communication and propelled by strong execution across the state. Our humble intention is to also serve as a catalyst that significantly amplifies the best strategies being driven by the most experienced and effective groups in the space.

We are looking for an experienced Administrative Coordinator

Responsibilities

Calendar Management

- Heavy calendar management for multiple executives and events
- Proactively identifies and resolves calendar conflicts
- Communicates effectively, keeps managers' calendars well organized

Meeting Coordination

- Schedules external and internal meetings, calls and video conferencing
- Checks and confirms availability for participants
- Coordinates meeting materials, printing and distribution
- Handles all aspects of meeting logistics

Administrative Duties

- Completes assigned projects on time and with accuracy
- Supports individuals with any projects or events, using Excel, PowerPoint and Concur

Qualifications

- 2 – 5+ years of previous administrative experience supporting multiple individuals
- Intermediate to advanced working knowledge of MS Word, Excel, PowerPoint and Outlook required
- Must possess strong written and verbal communication skills, including exceptional telephone management and the ability to prepare professional correspondence
- Must be able to adapt to changing situations with minimal notice and guidance
- Team player mindset
- Excellent problem-solving skills