YWCA Delaware is on a Mission to eliminate racism, empower women, stand up for social justice, help families and strengthen communities. Annually, nearly 6,700 people participate in our comprehensive programs. YWCA Delaware is a leading advocate for women by providing housing, violence prevention and sexual assault crisis services, financial empowerment, racial justice and youth programming. We empower women politically, financially and socially, while fostering the confidence and can-do attitude needed to eliminate barriers and overcome life’s obstacles. We are a statewide organization headquartered in Wilmington, Delaware.

YWCA Delaware is seeking a full-time Administrative Coordinator who will provide general support for the CEO and departmental support for the Finance and Human Resources areas. Responsibilities include management of office inventory, coordination of small maintenance projects, support to CEO for Board related records and presentations, clerical processing for check runs, AP/AR data entry, coordination of agency driver program, coordination of bi-annual staff retreats, applicant processing, personnel files and other general administrative duties.

Five years administrative support experience required. HR, accounting/bookkeeping experience desired. Minimum high school graduate or equivalent with post-secondary training, certification or other academic achievement highly desirable.

Candidates must be highly organized, dependable, disciplined and deadline oriented. This position requires strong attention to detail, excellent communication skills and team orientation. The Coordinator must maintain confidential status of sensitive work at all times. Ability to anticipate needs and work independently. Proficient in Microsoft Office Suite (Outlook, Word, Excel, Power Point). Experience with online data systems such as financial services, insurance, vendor accounts, required.

We offer a competitive salary, 35 hour work week, and comprehensive benefits package. Qualified candidates should send a cover letter, resume and salary requirements to resume@ywcade.org

To learn more about YWCA Delaware please visit our website at www.ywcade.org/employment

YWCA Delaware is an equal opportunity employer. We are committed to inclusivity and encourage qualified candidates from all cultures and communities to apply.