

**Position Announcement  
Cross Operations Coordinator**

At PAI, we are motivated by one powerful truth: a woman who is in charge of her reproductive health can change her life and transform her community. PAI is a global organization that champions policies that put women in charge of their reproductive health, including access to contraception, and safe and legal abortion. PAI achieves this through a 50+ year presence in Washington, DC, advocating with those who drive policy change, and defend against policies that harm women and girls. We also make it possible for local civil society organizations throughout Africa, Asia and Latin America, to access the funding, training and partnership they need to achieve policy change in their own local context. We are simultaneously on the front lines and in the background, focused first and foremost on the impact our work has on the lives of women and girls around the world.

The contribution of our 40 experts and staff is multiplied by an exemplary board of directors, and further leveraged by the work of partners in more than 17 countries. We pride ourselves on a strong set of institutional values that prizes excellence, teamwork, integrity and mutual respect. We hold firm our commitment to people, and as such we offer a generous benefits package, great work/life perks, and a flexible environment in which each individual is supported to be their best selves.

We are seeking a detail-oriented, motivated, team player to be our next Cross Operations Coordinator, an integral member of our operations team. Reporting to the *Associate, Executive Initiatives & Special Projects*, the Cross Operations Coordinator is responsible for supporting administrative functions across the operational departments including administration, operations, human resources, finance, IT and information resources, and has responsibility for all front reception desk services. This position provides a great opportunity for someone with strong administrative skills and a positive outlook seeking to join a dynamic mission-driven organization, build skills in nonprofit management and administration and become a part of a multi department, 11 person team. This cross functional team works together to support all of PAI's back office processes. PAI is seeking someone who can truly embody the culture and energy of the organization.

**Qualifications**

- Associate's degree in related field and 3+ years of administrative experience or equivalent combination of education and administrative experience
- Team player with a sense of humor
- Positive outlook and friendly demeanor
- Self-starter with good attention to detail

**Essential Duties and Responsibilities**

- Manage front desk reception services including greeting of guests, answering phone, interfacing with vendors and communicating with building front desk security
- Support the finance team in the administrative processing of invoices, mail, and checks
- Monitor and respond to Admin helpdesk
- Conduct regular inventory of supplies
- Support facilities and equipment maintenance as assigned
- Support meeting and conference services, including AV support (training provided)
- Prepare and distribute meeting agendas and take meeting minutes for department meetings
- Prepare expense forms and perform other general administrative duties for department staff

**Salary:** Starting low to mid \$40,000 annually, commensurate with experience.

**Please submit a cover letter and resume to [recruitment@pai.org](mailto:recruitment@pai.org) with “Cross Operations Coordinator” in the subject line.** This announcement will remain posted on PAI’s website until the position is filled. PAI is an equal opportunity employer and offers a flexible workplace and a competitive benefit package.