



## **Administrative Coordinator**

### **Responsibilities:**

Administrative Coordinators support the Arroyo Research Services team through administrative assistance, travel logistics, business development support, and support for managing payroll, timekeeping and expense management. As an Administrative Coordinator, you will:

- Use your demonstrated critical thinking
- Provide general administrative assistance
- Review project time and expense keeping
- Support project invoicing
- Manage minor WordPress tasks and updates
- Support the Managing Director's business development tasks
- Manage responses to Requests for Proposals
- Conduct internet based research and investigation for specific projects
- Work directly with other Arroyo Research Services team members

### **You have:**

- Demonstrated critical thinking skills
- Common sense
- Ability to work independently
- Ability to think independently
- High comfort-level with online collaboration tools
- Experience with backend organizational systems like payroll, timekeeping, project management, etc.

**Compensation:** Position can be flexible, from 15 hours/wk up to full-time, depending on applicant availability, interest and range of skills and experience. \$25 hour if part-time, salary to be negotiated if full-time, depending on experience, qualifications and time commitment. All team members participate in the firm 401k retirement plan and are part of the firm profit-sharing program; full-time team members receive full benefits including health insurance.

### **Location**

This is a remote position with a preference for Western North Carolina-based employees. Employee will occasionally work in the ARS office as needed. Remote work has been the norm for our team since well before COVID.

## **To Apply**

Arroyo Research Services is committed to inclusion and diversity and is an equal opportunity employer. We welcome applications without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics. DACA recipients are encouraged to apply.

To apply, submit an email to [jobs@arroyoresearchservices.com](mailto:jobs@arroyoresearchservices.com) that includes a cover letter and resume. Include the position title in the email subject line. Make sure document file names include your first and last name, e.g. LastnameFirstnameResume.xxx or similar. We will respond to each submission with next steps.

## **About Arroyo Research Services**

Arroyo Research Services is an education professional services firm that uses the tools of social science to help school districts, state departments of education, universities and education organizations achieve the highest standards of educational excellence. Our services include research, measurement and evaluation services, strategic planning, technical assistance and related data systems. Our work includes programs designed to advance educational outcomes for underrepresented youth from birth through college, serve migrant youth and families, build optimal health among teens, increase STEM learning and educational attainment, and promote STEM-related innovation. Based in Asheville, North Carolina, the firm was founded in 2005 and has a rapidly growing national practice. Recent clients include the State Education Agencies of Arizona, Arkansas, Colorado, Florida, Georgia, Hawaii, Illinois, Iowa, Kentucky, Maine, Maryland, Mississippi, Montana, New York, Ohio, Pennsylvania, Texas, and Virginia; school districts including Fairfax County Public Schools (VA), Hillsborough County Public Schools (FL), Columbus and Dayton Public Schools (OH), Baltimore County Public Schools (MD), and Socorro Independent School District (TX); organizations that include The Gallup Organization, Learning Forward, Hudson Alpha Institute for Biotechnology, Strada Education Network, and Reach Virginia; and universities including California State University, Fullerton, University of South Florida, University of Virginia, State University of New York and others. Our work is funded by the National Science Foundation, U.S. Department of Education, National Institutes of Health, Department of Defense Education Activity, the Sandler Family Foundation, Apple Federal Credit Union Education Foundation and others. More information about the firm and its principals is available at [www.arroyoresearchservices.com](http://www.arroyoresearchservices.com).