



Future
Generations
University



ADMINISTRATIVE POSITION:

Administrative Coordinator

Please join us as in the next chapter of Future Generations University!

Future Generations University is looking for an **administrative coordinator** to oversee daily office operations and provide high-level administrative support across departments, including Academics, the President's Office, HR, and Finance.

This role is central to ensuring smooth internal operations, supporting leadership, and maintaining an organized, efficient, and welcoming work environment.

About Future Generations University:

The mission of Future Generations University is to advance research, learning, and action toward inclusive, sustainable community change worldwide. We are committed to providing high-quality education to those on the front lines of change, equipping students in the communities where they live with the tools, knowledge, and networks needed to thrive. As the University builds on decades of innovation, we will continue to foster a culture of growth and continuous improvement, one that responds to evolving challenges and remains dedicated to community-centered and world-circling impactful change.

Learn more: future.edu.

Equal Opportunity Statement

Future Generations University does not discriminate and provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity or genetics. Women, minorities, individuals with disabilities and veterans are encouraged to apply for job openings for which they qualify. In addition to federal law requirements, Future Generations University complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities.

All team members are expected to bring a positive mindset to teamwork, be self-driven, have effective time management, and bring dedicated drive and passion to their work. We invite creative and bold thinking and are highly motivated to contribute to positive social change. This position reports directly to the HR Manager and supports the office of the President, Academic leadership, and administrative staff.

Position Duties:

Administrative Operations:

- Oversee day-to-day office operations, ensuring efficiency and organization
- Answer phones, manage correspondence, and direct inquiries
- Maintain records, filing systems, and office documentation (digital and physical)
- Manage office supplies and inventory
- Assist with facilities management, rental properties, including supplies and inventory, scheduling cleaning and maintenance of properties
- Ensure a professional, tidy office environment by managing common spaces, restocking supplies, and coordinating with vendors to maintain cleanliness standards
- Conduct research and administrative support for institutional projects

Executive Assistance:

- Manage President's calendar, scheduling, and meeting coordination
- Support project management and follow-through on leadership priorities
- Engage with partners and stakeholders on behalf of the executive office
- Assist with special projects as requested

Calendar Coordination:

- Manage university-wide calendars and scheduling systems
- Coordinate internal meetings and cross-departmental logistics

Event and Travel Coordination:

- Work with HR Manager to coordinate logistics for staff meetings, retreats, commencement, field courses, and other internal events or events in coordination with partner organizations
- Arrange staff travel, accommodations, and itineraries
- Ensure technology, meals, and venue setup are in place

Academic & Departmental Support:

- Support the Chief Academic Officer with program coordination and student support functions
- Provide administrative support to HR and Finance as needed

Preferred qualifications:

- Minimum 3–5 years of professional experience in administrative operations, executive support, or office management
- Strong organizational and multitasking skills
- Excellent written and verbal communication skills
- Proficiency in office software and administrative systems
- Ability to manage multiple projects simultaneously
- Strong attention to detail and follow-through
- Ability to handle sensitive information with professionalism
- Strong interpersonal and customer service skills
- Self-directed, reliable, and adaptable
- Collaborative, proactive, and mission-driven
- Ability to use and learn a range of office software and tech tools.
- Excellent phone and customer service skills
- Capable of functioning effectively in an independent environment and on a team.
- Ability to comply with all applicable policies, procedures, laws and regulations.
- Must have and maintain a valid driver's license that authorizes driving within the United States.

Location and hours:

The successful candidate would work M-F in our main office (outside Franklin, West Virginia) from 9:00 am - 5:00 pm with an occasional need to work irregular hours and/or weekends. We will also consider a hybrid-remote work arrangement for candidates who live within a three-hour driving radius of Franklin, such as in Washington DC. If hybrid, the candidate would need to be available to spend a minimum of 10 days in-office per month; lodging is available for multi-day stays.

Benefits:

- Retirement Matching (up to \$200/pay period)
- Health, Dental & Vision Plan available (employer pays 80% of employee & 50% of dependent premiums)
- Medical and Dependent Care FSA available
- Employee will work 230 days per year (1840 hours per year) with the ability to determine their preferred holiday and time off schedule, Flexible Time Off (FTO)

The salary range for this position is \$44-\$48K per year, plus benefits. Actual salary will be commensurate with the experience, skills and qualifications that the candidate brings to the position. Interested candidates should send a letter of motivation, three professional references and CV/Resume to hr@future.edu.