



JOB OPPORTUNITY

Title: Administrative Coordinator

Reports to: Director of Strategy and Communications

Summary: The Administrative Coordinator provides administrative, data-entry, clerical, communications, and other support to the program and communications teams.

Position Status: This is a full-time exempt position.

Salary: This position has an annual salary range of \$44,000 - \$52,000, plus a comprehensive benefits package.

Work Location: This is a remote position with responsibilities located in a home office working environment. Some occasional travel is required for in-person meetings and conferences.

Responsibilities and Duties

Data-Related Activities

- Provide data collection support (through SurveyMonkey); follow-up with survey participants
- Maintain a contact information database of family leaders for potential project participation
- Maintain a resource database of family engagement, family-to-family services, as well as equity literature, tools and other resources
- Help analyze qualitative data and summarize themes identified for reporting purposes

Administrative and Logistical Support

- Provide necessary logistical support, including
- Setting up Doodle polls and scheduling meetings
- Providing travel support and identifying sites for in-person meetings
- Setting up Zoom details for virtual meetings, focus groups, etc.
- Provide administrative assistance, including



- Recording, disseminating and filing notes from meetings
- Taking detailed notes for key informant interviews and listening sessions
- Tracking stipends paid to research participants and others
- Ensuring proper citations for documents
- Maintaining up to date project files within existing organizational records, including Microsoft Teams site
- Participate in regular project meetings, staff meetings, and other meetings as needed
- Assist in preparation and submission of all project reports, bi-monthly staff reports to the board, and other reports as needed
- In collaboration with team members, complete assigned tasks in work plans necessary to successfully produce project deliverables

Communications and Other Support

- Collaborate on writing culturally responsive, family-friendly content for social media and other communications about project-related work.
- Perform other duties and tasks necessary and required for successful and efficient project support coordination, and achievement of Family Voices' strategic plan, vision, goals, and objectives.

Qualifications and Skills

The ideal candidate is highly organized, detail-oriented, and committed to accuracy. We are looking for someone who is resourceful and can successfully manage a diverse workload in a fast-paced environment. Qualifications and skills including:

- A combination of education and professional experience to successfully complete the responsibilities outlined in the description.
- Demonstrated willingness and ability to work independently in a remote setting, as part of a national team.
- Written and oral communication skills with attention to correctness and accuracy.
- Ability to be flexible, proactive, resourceful, and efficient with a high level of professionalism.
- Highly organized and detail oriented.
- Ability to collaborate and build trust in team settings.
- Proven intermediate to expert technical skills including in Salesforce, Monday, Microsoft Office Suite, Teams, Zoom, and SurveyMonkey, among others.
- Willingness and ability to learn new technologies.



- Experience using various social media platforms in a professional setting, including Twitter, Facebook, Instagram, WhatsApp, and LinkedIn.

Compensation

- The annual salary range for this position is \$44,000 - \$52,000.
- A choice from three comprehensive medical insurance options; Family Voices contributes 80% towards premiums for staff and dependents.
- Dental and vision insurance; Family Voices contributes 80% towards premiums for staff and dependents.
- Generous vacation leave, starting at 12 days annually for new employees.
- Twelve days of annual sick leave.
- Fifteen paid holidays per year.
- Paid parental leave.
- Retirement plan with a 6% employer contribution.
- Employer-paid short- and long-term disability insurance.
- Employer-paid life and accidental death & dismemberment insurance.
- Access to a Flexible Spending Account for healthcare and dependent care expenses.

Location

The Administrative Coordinator may be based anywhere in the United States. If based outside of the Eastern time zone, the Administrative Coordinator must be available between the core hours of 10 a.m. – 4 p.m. Eastern time.

How to Apply

Please submit your resume and cover letter to apps-administrativecoordinator0426@familyvoices.org. Applications without a cover letter will not be considered. The deadline to apply is Friday, May 22, 2026.

If you require accommodation or assistance with our application process, please send an email to brussell@familyvoices.org.

Family Voices does not accept solicitations of any kind from job placement services or phone calls from prospective candidates.

About Family Voices:



Family Voices is a national, family-led organization of families and friends of children and youth with special health care needs (CYSHCN) and disabilities. Family Voices focuses on achieving social justice and health equity by ensuring that families are at the center of children's healthcare. We connect a network of 64 family-led organizations across the States, territories, and tribal groups that provide support to families of CYSHCN and help them navigate healthcare systems. We promote equitable partnerships with families at all levels of health care including individual and policy decision-making levels, to improve health care services and policies for children with special health care needs and their families.

Family Voices provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, national origin, religion, age, sex (including pregnancy, gender identity, or sexual orientation), parental status, disability status, genetic information (including family medical history), military service, political affiliation, or other non-merit-based factors.

These protections apply to all management practices and decisions, including recruitment and hiring, promotions and training, and career development programs. Consistent with these obligations, Family Voices also provides reasonable accommodations to employees and applicants with disabilities and for sincerely held religious beliefs, observances, and practices.

Nothing in this job description or advertisement posting guarantees employment.