



**AUSTIN ROWING CLUB**  
KAYAKS • PADDLEBOARDS • TOURS

**About Austin Rowing Club:**

The Austin Rowing Club (ARC) is a vibrant community dedicated to the sport of rowing and paddling. We provide opportunities for individuals of all skill levels to engage in recreational and competitive rowing, fostering a passion for water sports while promoting teamwork, fitness, and personal growth. Join our team to be part of an inspiring organization that values collaboration and community impact.

**Position Summary:**

The Administrative Coordinator at Austin Rowing Club is responsible for overseeing the day-to-day administrative operations and ensuring the smooth functioning of the office environment. This role will support both the club's leadership and membership, ensuring that all administrative tasks are completed efficiently and professionally.

**Key Responsibilities:**

- **Administrative Support:** Provide executive-level support to the Executive Director and other leadership team members, including scheduling, correspondence, and document management.
- **Office Operations:** Manage office supplies, equipment, and facilities, ensuring all necessary resources are available for staff and members.
- **Member Relations:** Act as a point of contact for current and prospective members, handling inquiries, processing registrations, and managing membership records.
- **Financial Administration:** Assist with invoicing, membership billing, and track expenses. Maintain accurate financial records and work closely with the finance team to ensure proper budgeting and reporting.
- **Event Coordination:** Assist with planning and organizing club events, regattas, and community outreach programs. Coordinate logistics, communications, and volunteer coordination as needed.
- **Data Management:** Ensure proper management and maintenance of member databases, forms, and other important documents, ensuring compliance with privacy and confidentiality standards.
- **Team Collaboration:** Work closely with coaches, staff, and volunteers to maintain a positive and productive working environment.

**Qualifications:**

- Office management, business administration, or related field.
- Strong proficiency with office software (Microsoft Office Suite, Google Workspace), database management, and office equipment.
- Excellent organizational and problem solving skills and multitasking abilities, with attention to detail.
- Strong written and verbal communication skills, with the ability to interact with a diverse group of people, including club members, volunteers, staff, and community partners.
- Ability to handle confidential information with integrity and discretion.
- Passion for rowing or water sports is a plus but not required.

**Physical Requirements:**

- Ability to sit or stand for extended periods.
- Occasional lifting of up to 25 lbs for event setups or office supplies.
- Ability to work in an office environment and communicate effectively in person, over the phone, and via email.

**Compensation & Benefits:**

- Competitive salary, commensurate with experience.
- Health and dental insurance options.
- Paid time off (PTO) and holiday benefits.
- Opportunities for professional development and training.