

## Administrative Coordinator Job Announcement

Posted August 26, 2024

The [Interstate Commission on the Potomac River Basin](#) (ICPRB) was authorized by an Act of Congress in 1940 as an advisory, non-regulatory interstate compact agency of the Potomac basin states of Maryland, Pennsylvania, Virginia, West Virginia, and the District of Columbia. The ICPRB mission is to enhance, protect, and conserve the water and associated land resources of the Potomac River and its tributaries through regional and interstate cooperation.

ICPRB seeks an enthusiastic, hands-on, detail-oriented individual to be a member of our Administrative Team. The Administrative Coordinator will report directly to the Director of Administration. This is a full-time position and the individual selected will be expected to work onsite in Rockville, MD for at least three days a week.

Successful candidates will meet the following requirements:

- Experience providing a wide variety of administrative services, including managing incoming and outgoing mail, responding to administrative email requests, ordering office supplies and maintaining office equipment
- Ability to prepare documents, manage electronic and paper filing systems; prepare and distribute reports and assist with the yearly audit preparations
- Ability to help organize, coordinate and provide logistical meeting support, both virtual and in-person
- A strong aptitude for numbers to handle light accounting functions accurately and efficiently; proficiency in Excel or other accounting software is a plus
- Demonstrated effective interpersonal skills
- Must be highly organized, multi-task oriented and responsive to deadlines
- Proven proficiency in Microsoft Word, Excel, PowerPoint and Outlook
- Experience using Microsoft Teams or other video conferencing software
- Strong written and verbal communication skills

Compensation is commensurate with experience and is within the range of \$60,000 to \$65,000.

Preferred Education: AA degree and two or more years supporting executive level stakeholders.

ICPRB provides an excellent benefits package, including retirement and a generous telework and leave policy. Located in Rockville, MD, ICPRB is an Equal Opportunity Employer that strives to maintain a diverse workforce. No applicant or employee will be discriminated against because of race, sex, gender identity, age, religion, national origin, veteran status, political affiliation, disability, or any other non-job-related factors. Individuals shall be considered for employment and advancement solely based on qualifications and abilities for this specific position.

Please send an electronic copy of cover letter and resume to [info@icprb.org](mailto:info@icprb.org) by 5:00 PM on September 13, 2024. Please include where you learned about the job announcement in your cover letter.