

Foundation for Springfield Public Schools Administrative Coordinator

The Foundation for Springfield Public Schools is searching for qualified applicants for the position of administrative coordinator to assist in the success of the Foundation's mission to raise, manage and distribute funds to benefit the students of Springfield Public Schools.

The administrative coordinator provides support to our staff and board, by helping to manage the organization's budget, maintaining databases, creating reports, maintaining the office and other general activities; provides support and assistance to donors and constituents through phone, mail and face to face interactions.

Job Requirements:

Qualified applicants will have a minimum of 5 years of experience in office/administrative management, proficiency in Quickbooks, donor software management and Microsoft Office. As well as have excellent communication skills, both written and face to face.

Salary is commensurate with experience.

****Resumes must include a cover letter and a minimum of 3 professional references.***

Resumes can be sent to:

Foundation for Springfield Public Schools
Attn: Natalie Murdock
1131 N. Boonville
Springfield, MO 65802

Or by email to: [nmurdock@spsmail.org](mailto:nurdock@spsmail.org)