



**Job Title:** Membership and Administrative Management Coordinator

**Organization:** National Association for the Education of Homeless Children and Youth (NAEH CY)

**Location:** Remote (U.S.-based)

**Position Type:** Contract Consultant

**Compensation:** \$35 per hour for 30 hours per week

**Initial Contract Period:** Date of Hire – December 31, 2025 (subject to renewal)

### **About NAEH CY:**

The National Association for the Education of Homeless Children and Youth (NAEH CY) (<https://naehcy.org/>) is the largest national association dedicated to supporting educational equity and excellence for children and youth experiencing homelessness and other vulnerabilities. Through advocacy, partnerships, and professional development, NAEH CY works in collaboration with our 2,500+ members—education, government, and nonprofit leaders—to ensure every child has equal opportunities to succeed academically and personally.

### **Position Summary:**

NAEH CY is seeking a skilled and motivated Membership and Administrative Management Coordinator. This role provides essential support in membership engagement, administrative operations, and financial processes. The ideal candidate will demonstrate exceptional organizational and communication skills, a strong attention to detail, and proficiency in accounting practices. Experience using QuickBooks Online is required. This role is ideal for someone who can effectively manage a range of administrative functions while also supporting the organization's financial operations in collaboration with NAEH CY's Accounting Management team.

### **Key Responsibilities:**

#### **Administrative Support:**

- Manage day-to-day administrative tasks, including correspondence, scheduling, and virtual meeting coordination.
- Assist in maintaining organizational records, databases, and documentation.
- Coordinate logistics for internal and external meetings, including agenda preparation and documentation of meeting outcomes.

### **Financial and Accounting Support:**

- Support financial administration and NAEHCY's Accounting Management team through invoicing, expense tracking, and preparation of basic financial reports.
- Reconcile expense documentation and ensure timely submission of invoices and reimbursements.
- Maintain accurate financial records and support the review of vendor payments, consultant contracts, and reporting for grant compliance.
- Collaborate with the Executive Director and accounting firm to support monthly reconciliation and annual audit preparation as needed.
- Utilize QuickBooks Online to manage and track financial transactions.

### **Membership Management:**

- Oversee member communication and engagement strategies, ensuring timely responses to inquiries and requests.
- Manage and maintain accurate member databases and records, process renewals and onboarding of new members.
- Process and reconcile membership payments, ensuring the timely and accurate recording of dues and fees.
- Prepare regular membership and financial summary reports for organizational leadership.
- Support the development and distribution of member communications, including newsletters, announcements, and surveys.

### **Event Coordination:**

- Assist with administrative and logistical tasks associated with the annual NAEHCY Conference (November 1– 4, 2025, in Dallas, TX).
- Provide registration support, membership validation, and customer service for event participants.
- Process and reconcile invoices related to conference registration, vendors, and service providers, ensuring timely and accurate financial reporting.

### **Qualifications:**

- Bachelor's degree or equivalent experience preferred.
- Minimum of 3–5 years of experience in administrative support, membership management, or nonprofit operations.
- Demonstrated experience with financial administration or accounting, including invoicing, expense tracking, and reconciliation.
- Experience using QuickBooks Online is required.
- Exceptional organizational skills with strong attention to detail.
- Proficiency with membership management software, database systems, and Microsoft Office Suite (especially Excel).
- Excellent communication and interpersonal skills.

- Experience working remotely and independently managing multiple priorities.
- Strong commitment to educational equity and advocacy for youth experiencing homelessness and other vulnerabilities.

### **Working Conditions:**

This consultant role is fully remote, requiring consistent availability and responsiveness during business hours. Occasional travel may be required for participation in organizational events, notably the annual NAEHCY Conference.

### **Application Process:**

Interested candidates should submit a resume and cover letter highlighting relevant experience and alignment with NAEHCY's mission to [careers@naehcy.org](mailto:careers@naehcy.org). Applications will be reviewed on a rolling basis until the position is filled.

*NAEHCY is an Equal Opportunity Employer and strongly encourages applications from diverse and historically underrepresented candidates.*