Administrative Specialist

Reports To	Operations Manager
Classification	Non-Exempt / Full-Time
Schedule	In-person role; Monday through Thursday, 8:00 a.m. to 5:00 p.m.; Friday schedule as established by the organization. Occasional early morning, evening, or weekend event support may be required.

Position Summary

The Administrative Specialist provides administrative, sponsor coordination, Excel tracking, event logistics, and short-term database support to the President and team. Responsibilities are focused on ongoing sponsor coordination, operational follow-up, and accurate internal tracking.

Key Responsibilities

Executive and Administrative Support

- Provide day-to-day administrative support to the President and team, including calendar coordination, meeting preparation, note-taking, and follow-up tracking.
- Draft meeting materials and accurately record and distribute professional meeting minutes in a timely manner.
- Maintain organized electronic files, shared records, contact information, and administrative documentation for assigned clients.
- Track short-term assignments, deadlines, and open items and provide status updates to the appropriate team member.

Sponsor Coordination and Tracking

- Maintain ongoing, professional communication with sponsors regarding approved benefits, required materials, deadlines, registrations, invoices, and event logistics.
- Maintain accurate sponsor trackers in Excel, including commitments, invoice and payment status, benefits, contacts, logos, registrations, fulfillment items, and outstanding follow-up.
- Collect sponsor logos, guest names, registrations, and other required information using approved templates and deadlines.
- Coordinate routine sponsor follow-up and escalate disputes, exceptions, benefit questions, or relationship-sensitive matters.
- Prepare sponsor status summaries and supporting documentation for internal review.

Excel Tracking and Operational Reporting

- Create and maintain accurate Excel trackers for sponsors, events, meetings, assignments, contacts, and other operational priorities.
- Compile routine status information and identify missing, overdue, or inconsistent entries for follow-up.
- Assist with basic lists, reconciliations, and administrative reports using approved source information.

Short-Term Database and Event Support

- Complete defined, short-term database assignments using approved source material, checklists, and instructions.
- Enter approved event details, speaker information, sponsor information, registrations, or contact updates when assigned.
- Collect and organize speaker bios, headshots, sponsor materials, and missing event information.
- Assist with badge printing, registration materials, packing lists, onsite registration, and other event preparation tasks.
- Route database exceptions, configuration questions, or complex registration issues to the Database Manager.

General Office and Team Support

- Provide general office support and backup assistance for team members as needed.
- Attend client meetings and events and provide onsite administrative or logistical support as assigned.
- Monitor meeting and office supplies and coordinate replenishment.
- Perform other related duties as assigned.

Qualifications

Required Skills

- Advanced proficiency in Microsoft Excel, including detailed trackers, sorting, filtering, basic formulas, and data reconciliation.
- Strong organizational and prioritization skills, with close attention to accuracy and follow-through.
- Ability to anticipate upcoming tasks, pivot quickly, ask appropriate questions, reprioritize work, and maintain composure under pressure.
- Professional written and verbal communication skills, particularly for sponsor and client coordination.
- Ability to manage multiple short-term assignments and deadlines in a fast-paced environment.
- Proficiency with Microsoft 365, including Outlook, Word, Teams, and SharePoint.

Preferred Experience

- Administrative, association, nonprofit, event, sponsorship, or client-service experience.
- Familiarity with database or association management systems.
- Experience supporting meetings, events, sponsor fulfillment, or registration operations.

Key Attributes

- Proactive, dependable, and highly organized.
- Strong follow-through and comfort maintaining detailed tracking systems.
- Able to build professional relationships with sponsors and stakeholders.
- Flexible and resourceful when priorities shift.
- Recognizes when an issue requires escalation and protects the accuracy of shared records.

Work Environment and Physical Requirements

- In-person office role with local travel to client meetings and events as assigned.

- Ability to stand or walk for extended periods during events and assist with event materials and registration setup.
- Ability to perform accurately under pressure while managing multiple deadlines.