**PART-TIME POSITION AVAILABLE**

<table>
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<tr>
<th>Job Title: Administrative Coordinator</th>
<th>Position-level: Hourly; entry-level or internship</th>
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<td>Hours per week: Part-time (approx. 20 hours/week) - this position may transition to full-time after 3 months.</td>
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<td>Primary Location / Other Travel Requirements: Corporate office is in Greenbelt, MD. During Covid-19 remote work.</td>
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**About NFRC**

The National Fenestration Rating Council (NFRC) is a non-profit organization that serves the public by driving widespread usage of fair, accurate, and credible energy performance ratings, serves members by giving them a voice in the ratings development process, and serves the industry by creating an environment of competition that drives energy performance. We envision a future where every window, door, and skylight purchase decision is made using the NFRC label to evaluate energy performance.

At NFRC, we’re dedicated to fostering a collaborative culture where teams can work together towards project milestones, completion and deliver. NFRC employees are experts in their fields, and are motivated by our mission to serve our board, participants, members and the public.

**What Position Will Entail**

This position provides critical support to NFRC and the programs team. Responsible for performing a variety of administrative functions and projects as assigned to support the organization. The performance of duties will be in a manner that recognizes a commitment to NFRC and its customers, participants, vendors, members and staff.

- Provide general administrative activities.
- Engage in periodic projects to maintain or enhance data integrity by conducting data entry and/or report preparation.
- Review data entered by self and others to ensure accuracy of data input.
- Responsible for scanning documents in a timely manner.
- Communicate with participants by email or phone.
- Collaborate with a diverse team.
- Responsible for keeping accurate records.
- Works independently and within a team on special ongoing projects.
**Desired Skills and Traits**

- High school diploma or equivalent
- Minimum 3 years’ experience in office setting
- Must be detailed oriented.
- Excellent oral, written and interpersonal communication skills and able to communicate effectively to members, participants, and colleagues.
- Excellent analytical and problem-solving skills.
- Proficient skills in data entry and Office 365 (Word, Outlook, Excel, PowerPoint, OneNote).
- Ability to prioritize and manage multiple priorities, self-starter.
- Excellent customer service skills.
- Ability to maintain good working relationships with co-workers, supervisor, management, members, and participants.

**NFRC Benefits**

NFRC is proud to offer opportunities for professional development, competitive salaries, financial rewards, comprehensive benefits package, and retirement savings including:

- Flexible Work Schedule & Telecommuting
- Supporting work-life balance
- Free and plentiful parking at headquarters
- Fitness Center close by.

"NFRC is an Equal Opportunity Employer (EOE). The company provides equal employment opportunities to all employees and applicants without regard to race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics."