



ADMINISTRATIVE COORDINATOR

Job Announcement

Title: Administrative Coordinator

Reports to: Co-Directors

Position: Full-time, Remote (Eastern Time Zone)

Compensation: \$60,000-\$70,000 per year, vacation & benefits package

Application Deadline: August 31, 2026

About the Agroecology Fund (AEF)

The Agroecology Fund (AEF) is a multi-donor fund supporting agroecology movements worldwide. The Fund aims to support resilient food systems that promote the economic and nutritional well-being and human rights of small farmers and Indigenous Peoples and their communities, strengthen biodiversity conservation, and mitigate climate change.

The Agroecology Fund operates with a small and decentralized team, working remotely from different countries. It is a dynamic organization with ample room for leadership. This is an excellent opportunity to work at a global level to amplify grassroots agroecology around the world. The Agroecology Fund is fiscally sponsored by the Global Greengrants Fund.

About the Administrative Coordinator

The Agroecology Fund Administrative Coordinator will provide high-level administrative and strategic support to the entire Agroecology Fund organization and specifically to senior leadership, ensuring seamless day-to-day operations. This individual serves as a trusted partner and extension of the organization and the leadership, managing complex schedules, supporting multi-party projects and events and managing confidential correspondence, all with exceptional attention to detail, judgement and discretion.

The Administrative Assistant will report to the Co-directors and collaborate closely with external and internal stakeholders.



Responsibilities

General Support

- Maintain organized filing systems, both digital and physical, ensuring quick retrieval of critical documents.
- Perform data entry and maintain accuracy of organizational records.
- Schedule meetings and appointments.
- Answer and route emails, and correspondence in a professional and timely manner.
- Improve and maintain AEF's contact management system, keeping it up to date with new contacts.
- Support preparation of documents, reports, spreadsheets, presentations, and meeting agendas.
- Support event coordination.
- Support human resources, such as leave tracking.
- Assist with accounts payable tasks such as processing invoices and expense reports.
- Coordinate domestic and international travel arrangements, including itineraries, accommodations, visas, and expense reporting.
- Provide general support to staff, consultants and vendors as needed.

Leadership Support

- Distribute correspondence, presentations, reports, and board materials on behalf of leadership.
- Act as the point of contact and liaison between the leadership and internal/external stakeholders, handling inquiries with professionalism.
- Handle highly sensitive and confidential information with absolute discretion and integrity.

Qualifications for Administrative Coordinator

- Deeply aligned with our mission to mobilize resources to build power that transforms food systems and fosters the well-being of people and the planet.
- Bachelor's Degree in Business Administration, Communications, or a related field (or equivalent experience).
- Exceptional organizational and time management skills with the ability to manage competing priorities.
- Detail oriented and with a strong attention to best practices in internal and external communication.
- Advanced proficiency in Microsoft Office Suite (i.e., Outlook, Word, Excel, PowerPoint, etc.) and virtual collaboration tools (i.e., Zoom, Teams, Slack)
- Demonstrated ability to handle confidential information with the utmost discretion.
- Strong written and verbal communication skills; polished and professional demeanor.



- Proactive self-starter with a high degree of initiative and sound judgment.
- Motivated to thrive in a multicultural, mission-driven environment.
- Able to work standard hours virtually, aligned to Eastern Standard Time (EST).
- Multilingual a plus

Compensation

\$60,000-\$70,000 per year, plus full benefits

Impact of Administrative Coordinator

The Agroecology Fund's donor base consists of over 50 donors from the United States, Europe, and Asia. While our donor community consists primarily of private philanthropic foundations, we are also building partnerships with bilateral and multilateral donor agencies.

We're creating concrete opportunities for senior professionals who want to contribute their experience and expertise to the promotion of resilient food systems. This position will contribute to:

- Enhanced global food security and nutrition
- Increased global biodiversity and ecosystem health
- Sustainable and resilient global food systems

How to Apply

[Please fill in the application form](#) here and upload your CV and Cover letter.

Applications will be reviewed on a rolling basis, and only shortlisted candidates will be contacted. AI-generated applications will not be considered.

Equal Opportunity Employer

As a global organization, we recognize the importance of our staff reflecting the communities Our work aims to benefit. We are a dynamic organization that values creativity and innovative thinking and fosters strong teamwork based on mutual respect. We are an equal opportunity employer. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex.