American Radio Relay League Inc.
Job Description
Administrative Coordinator

Position: Administrative Coordinator
Reports to: Director of Publications & Editorial
Classification: Non-Exempt Full Time Hourly
Pay Range: $24.20 to $27.25
Location: Newington, CT/Onsite Position

Summary:

The Administrative Coordinator plays a key role in managing editorial and production workflows in a fast-paced publishing environment. This position requires exceptional organizational skills, attention to detail, and the ability to manage multiple deadlines efficiently. Responsibilities include coordinating production schedules, tracking editorial assets, and ensuring timely delivery of content. Proficiency in Microsoft Office and the ability to quickly learn proprietary software are essential. Strong written and oral communication skills are required, as well as familiarity with copyright considerations. Experience in copy editing or proofreading is a plus.

Essential Functions & Responsibilities:

- Receive, acknowledge, and distribute manuscripts for various ARRL periodicals. File received manuscripts and post them on the reviewers' web page. After the review period, communicate decisions to authors, send appropriate forms, and maintain databases.

- Manage the publication cycle of articles in ARRL's magazines by tracking their progress and routing manuscripts appropriately, including sending layouts to authors and handling editors at the right stages. This process involves both paper copies and PDFs. At the end of each magazine's publication cycle, update all databases, process payments, send letters, and provide authors with copies of the finished issue.

- Submit materials for various QST magazine columns and update the web-based database for on-air special events to ensure Special Event column completion.

- Revise The ARRL Letter e-newsletter for screen-reader accessibility, then post it to the ARRL web page for blind amateur radio operators.

- Reply to external and internal contacts regarding permission to use ARRL content and maintain the database of permissions.

- Complete registration forms and send publications to Library of Congress/Copyright Office for copyright registrations.

- Issue purchase orders for the printing of books and other publications, verify shipping labels, coordinate with printers as needed, and manage barcodes and ISBN tracking.

- Manage *QST* Product Review equipment: Track orders, ship gear to product reviewers, track the movement of all items; deliver used items for ARRL auction.

- Complete time study reports for accounting.

- Other duties may be requested or assigned.

Performance Measurements:

- Contribute to creating positive energy and fostering a team atmosphere and showing excitement and pride in the team's work.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.
- Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.
- Problem Solving - Gathers and analyzes information skillfully and presents potential solutions.
- Project Management - Completes projects on time. Is highly organized and can prioritize multiple concurrent projects and deadlines.
- Written Communication – Communicates clearly and informatively; Able to read and interpret written information.

Knowledge and Skills:

Experience	One year to three years of similar or related experience.
Education	High school diploma, college degree, or equivalent experience in office management or a related field.
Interpersonal Skills	Work involves much personal contact with others inside and/or outside the organization for the purpose of first-level conflict resolution, building relationships, and soliciting cooperation. Discussions involve a higher degree of confidentiality and discretion, requiring diplomacy and tact in communication.
Other Skills	Proficiency in Microsoft Office Suite. Knowledge of current and emerging publishing and production concepts and technologies, including submission software such as Submittable, and project management software such as Trello. Ability to learn and retain computer-related procedures. Ability to organize and maintain files.
Physical Requirements	Requires prolonged sitting depending on the job tasks with bending, stooping, pulling, pushing, crouching, and stretching, and lifting up to 20 lbs.
Work Environment	Deadline driven office environment, onsite in Newington, CT.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.