

Administrative Coordinator

The Greenwall Foundation is seeking a motivated and organized **Administrative Coordinator** to join its small, dynamic staff in Washington, DC.

About the Foundation

The Greenwall Foundation is committed to making bioethics integral to decisions in health care, policy, and research. It focuses on funding bold, cutting-edge bioethics projects with the goal to improve policy and practice. The Foundation further supports bioethics leaders to deliver thoughtful solutions to some of the world's most pressing challenges in health, health care, and the life sciences.

Primary Responsibilities

An integral member of a mission-driven team, the Administrative Coordinator provides support to ensure that the organization runs smoothly, primarily in the areas of general office administration, event management, and Board and executive support.

Responsibilities include:

- Schedule, plan, and manage virtual and in-person meetings and events, such as regular staff meetings, virtual committee meetings, and twice-yearly in-person Board and grantee meetings. Coordinate travel arrangements for participants, handle venue communications and logistics, prepare timelines and agenda, produce and disseminate materials, and process invoices and reimbursements as appropriate.
- Assist the President & CEO with scheduling and calendar maintenance, travel arrangements, correspondence, and other ad hoc projects.
- Maintain and manage paper and electronic records and data, including the Foundation's SharePoint library and BoardEffect website. Prepare surveys, maintain contact lists, and collect and summarize other information as needed. Assist with monthly reconciliation of expenses.
- Draft, format, and proofread memos, minutes, and other materials. Take notes at meetings.
- Serve as a first-line Foundation contact by phone, email, and in person. Monitor and manage shared inboxes and general inquiries, routing and responding as appropriate.

- Work with IT, coworking, event-related, and other vendors to ensure positive and effective office operations.
- Identify areas to increase efficiency and innovate to improve administrative processes.
- Undertake additional special projects and administrative support duties as assigned, which may include basic project management or research and analysis of data.

Skills/Abilities

A successful candidate will have demonstrated abilities to:

- Track, manage, and meet deadlines for multiple tasks simultaneously.
- Organize, plan, and manage meetings and events.
- Comfortably and knowledgeably use Microsoft Office (including Word, Excel, Outlook, and PowerPoint), Adobe Acrobat, Zoom, and other standard professional software.
- Skillfully and professionally communicate orally and in writing.
- Perform tasks thoroughly with attention to detail; check and provide work that is accurate and complete.
- Work collaboratively with a team and external organizations and individuals.
- Be flexible and able to adapt and learn quickly.

Strong interpersonal skills, sound judgment and discretion, resourcefulness, and excellent follow-through are also important for this position. Some travel is expected.

Education/Expertise

A college degree and three or more years of full-time experience in an administrative, event-planning, or otherwise related position are required. Previous work with a foundation/nonprofit organization is a plus, as is an interest in bioethics.

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The Greenwall Foundation offers a generous full benefits package, which includes medical, dental, and vision insurance as well as a retirement plan and flexible vacation days. This is a full-time position, and salary is commensurate with experience (range: \$60,000 - \$75,000). Foundation staff currently work a hybrid schedule, with some days in the Washington, DC office and some days remote.

Please send a cover letter, resume, and three references to hire@greenwall.org (subject line: "Administrative Coordinator") by December 4, 2025.

The Greenwall Foundation is an equal opportunity employer.

Bioethics affects us all, so it should reflect us all. At The Greenwall Foundation, we are committed to building a broad and inclusive bioethics that welcomes everyone, elevates many perspectives, asks a wide range of questions, and learns from diverse voices. The values of diversity, equity, and inclusion guide the grants we fund, the work we do, the investments we make, and the organizational culture we grow. Read more [here](#).