

JOB DESCRIPTION

AGENCY COORDINATOR II

Coordinator II

The **Agency Coordinator II** is a full-time, non-exempt (hourly) position with full benefits. Compensation is commensurate with experience. The grade level is 9.

Under the supervision of the Director of the Agency Department, the Agency Coordinator II provides professional and administrative support to the Agency Department.

ESSENTIAL FUNCTIONS

1. Reviews and analyzes deal memos and contracts for compliance with MBA minimum terms; identifies deal terms requiring further review and analysis, including issues of strategic importance;
2. Enters meta-data in appropriate database for deal memos, contracts, and related agency documents such as invoices and representation agreements;
3. Assists in the development and preparation of written reports assessing trends in contract and deal terms, including analysis by type of employment, made for market, employer and other factors;
4. In collaboration with IT, Contracts and Research departments, develops and enhances databases of critical contract terms;
5. Provides research and administrative support to Agency Department investigations and enforcement efforts with respect to the Franchise Agreement, MBA, and individual writer deals;
6. Conducts outreach to writers, writer representatives, and studios as part of Agency Department MBA enforcement efforts;
7. Generates agency reports using Reporting Services, and modifies the report as necessary;
8. Responds to emails in the Agency Mailbox and/or forwards to appropriate Agency staff as needed;
9. Assists in the development and implementation of agency outreach meetings and events;
10. Monitors the Agency Mailbox and other departmental mailboxes and databases for invoices and other related documents; uploads documents to databases and enters metadata where appropriate;
11. Creates and maintains departmental physical and electronic files as necessary;
12. Provides administrative support to the Director of Agency;
13. Performs additional duties as required.

OCCUPATIONAL REQUIREMENTS

The qualified applicant has excellent verbal and written communication skills. Must be detail oriented and extremely well organized. Must have the ability to interact well with staff and

members. Must type 60 wpm, be computer literate and know Outlook, MS Word and Excel. Must have excellent follow-through skills and the ability to handle sensitive, confidential material in a professional manner.

PHYSICAL QUALIFICATIONS

This person should be able to occasionally lift and carry 10-20 pound boxes, bend, stoop, reach, sit, twist, move arms, wrists and fingers.

MENTAL REQUIREMENTS

Must have the ability to: comprehend and follow instructions; understand and communicate correct information; perform activities on schedule, maintain regular attendance and punctuality and interact with others courteously and professionally. Must have the ability to multi-task and remain calm and focused under pressure.

ENVIRONMENTAL CONDITIONS

Requires no on-site work near hazardous equipment or machines. Low exposure to noise, dust, gas, odors, fumes.