



Job Title: Coordinator, Office and Administration

Location: Los Angeles, CA (in-person)

Job Type: Full Time

FLSA: Non-Exempt

Pay Rate: \$34.34 - \$35.76 Hourly

Reports to: Director of Finance and Administration

Supervisory Position: No

Benefits: Medical / Dental / Vision Insurance | 401K | Generous PTO

Application Deadline: October 23, 2026

ABOUT IDA

The International Documentary Association (IDA) supports the vital work of documentary storytellers and champions a thriving and inclusive documentary culture. We are dedicated to the vision of a world where documentary creators flourish. Through our work, we connect audiences with the best of the form, provide resources, create community, and defend the rights and freedoms of documentary artists, activists, and journalists around the globe. We do this work because we believe that documentaries enrich and deepen our culture, fostering a more informed and connected world.

POSITION SUMMARY

The Coordinator, Office and Administration keeps IDA's office running and supports the organization's administrative, governance, and financial operations. The role is the on-site point of contact for staff, guests, and visitors, and manages the building relationships, vendors, equipment, and supplies that the office depends on. The Coordinator supports finance with payment processing, record-keeping, and filing; coordinates meetings and their logistics; and provides scheduling and administrative support to IDA's executive leadership and to its Board of Directors and committees. The role also supports new staff onboarding and occasional events.

RESPONSIBILITIES

- Serve as the on-site point of contact for the office, maintaining reception, greeting visitors, directing calls, and answering questions from members and the public about IDA's work.

- Manage the office's facilities and building relationships, including access credentials, parking, equipment, telecommunications, mail and deliveries, and the general upkeep of shared spaces.
- Coordinate with building management, vendors, and external service providers on facilities and technical services, including repairs and maintenance, contract relationships, and supply and equipment inventories.
- Support IDA's finance operations, including logging accounts payable and receivable, processing incoming payments and deposits, completing revenue allocation, and filing financial and administrative records.
- Maintain IDA's office and governance records and systems, including the staff directory, internal calendar, letterhead, office forms, and the records and systems of the Board of Directors.
- Coordinate meetings and their logistics, including scheduling, space reservations, and the preparation of rooms, technology, and materials.
- Provide scheduling, correspondence, and administrative support for IDA's Board of Directors and various IDA committees, including meeting arrangements, preparation and circulation of materials, and maintaining records.
- Provide scheduling, correspondence, and related administrative support for the Executive Director and Deputy Executive Director, including travel and meeting arrangements.
- Support the onboarding of new staff, working with colleagues to provide equipment, building credentials, parking, and orientation to office systems.
- Provide occasional support for events and programs at the IDA office and other spaces.

PREFERRED QUALIFICATIONS & COMPETENCIES

- Bachelor's degree in Business Administration, Office Management, or a related field, or equivalent work experience
- 2–3 years of experience in office administration, facilities coordination, or administrative support roles
- Basic understanding of finance processes, including check processing, QuickBooks data entry, and document filing
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively
- Familiarity with scheduling tools, calendar management, and coordinating meetings and events
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and comfort with technology platforms such as Zoom, Google Workspace, and project management tools
- Ability to troubleshoot office equipment and coordinate vendor services for maintenance and repairs
- Professional communication skills, both written and verbal, with a helpful and approachable attitude
- Dependable and proactive, with a problem-solving mindset and a strong sense of responsibility

- Ability to work both independently and collaboratively
- Commitment to IDA's mission and values, with sensitivity to diversity, equity, and inclusion

UNION MEMBERSHIP: DOCUMENTARY WORKERS UNITED / CWA LOCAL 9003

This position is included in a union-represented collective bargaining unit, and specific terms and conditions of employment are subject to collective bargaining with the union.

EQUAL OPPORTUNITY STATEMENT

The International Documentary Association (IDA) is an Equal Opportunity employer. We are committed to diversity and inclusion in all aspects of our work, and to building an equitable and just organization that, at every level, reflects the diversity and vibrancy of the community we serve and our society. We provide equal employment opportunities to all employees and applicants for employment without regard to sex, race, color, age, national origin, religion, disability, genetic information, marital status, sexual orientation, gender, gender identity or expression, pregnancy or maternity, veteran status, or any other status protected by applicable national, federal, state, or local law.

HOW TO APPLY

To apply, please use this link to [upload your resume and a detailed cover letter](#) clearly outlining your interest in and qualifications for the [Coordinator, Office and Administration](#) role.