

ADMINISTRATIVE & PAPERWORK COORDINATOR

Organizational Foundation & Document Management

JAG Global Network • Position Description • February 2026

PURPOSE OF THIS ROLE

The Administrative & Paperwork Coordinator handles the essential organizational tasks that keep the JAG ecosystem structured and compliant. From business registrations and filing systems to day-to-day paperwork, this role builds the administrative foundation that everything else sits on.

After 13 years of building the architectural blueprint, there is a significant amount of organizational paperwork required to bring the ecosystem into formal operation. This role tackles that backlog and maintains ongoing administrative systems.

CORE RESPONSIBILITIES

1. Business Registration & Compliance

- Assist with entity registration (LLC, Corporation, Foundation, Trust) across jurisdictions
- Manage EIN applications, state filings, and annual reports
- Coordinate DBA registrations and assumed name filings
- Maintain compliance calendars and deadline tracking

2. Document Management

- Organize and digitize all existing documentation (manuscripts, plans, records)
- Create and maintain filing systems (digital and physical)
- Manage version control across ecosystem documents
- Archive and organize 13 years of project history and materials

3. Day-to-Day Administrative Support

- Handle correspondence, form completion, and routine paperwork
- Manage password systems and access credentials
- Process applications, invoices, and financial documents
- Coordinate with accountants, lawyers, and service providers

4. Operational Setup

- Set up business bank accounts and payment processing
- Configure business email, domain, and professional communications
- Create templates for recurring documents and communications
- Support ISBN registration, copyright filings, and publishing paperwork

REQUIRED SKILLS

- Strong organizational skills and attention to detail
- Experience with business administration or office management
- Proficiency with Google Workspace, Notion, or similar organizational tools
- Ability to manage multiple tasks and deadlines simultaneously
- Comfortable with forms, applications, and government filings

HELPFUL BUT NOT REQUIRED

- Experience with business entity formation (LLCs, corporations, nonprofits)
- Familiarity with publishing industry paperwork (ISBN, copyright registration)
- Bookkeeping or basic accounting knowledge
- Notary public certification
- Experience with nonprofit compliance and reporting

COMPENSATION

- Volunteer or project-based initially — founding team status
- Post-funding: Competitive salary with equity participation

TO EXPRESS INTEREST

Email: jag132013@gmail.com

Subject: Administrative & Paperwork Coordinator — Application



JAG Global Network

The Architecture of Ascension