

JOB DESCRIPTION

<i>Title:</i> Administrative Coordinator	<i>Reports to</i> Executive Director	<i>Pay Status:</i> Exempt
<i>Department/Program:</i> Administration	Interviewer:	Interview Date:

SCOPE

This position provides personal, direct support and assistance to the Executive Director and provides reception and administrative support to the Administration Office. This is a full time position.

DUTIES

- Greet and manage clients/visitors that enter our administration office
- Manage multiple phone lines , transfer calls to admin staff members and other program locations
- Maintain admin office equipment and schedule repairs as needed.
- Receive packages and mail from the postal service. Ensure that mail goes out each day.
- Create staff and board members business cards.
- Weekly inventory of admin office and cleaning supplies. Work with the facilities manager and program staff for oversight of inventory and ordering process.
- Oversight of the Admin office closing procedures
- Oversight of breakroom duties, including trash collection, dishes and storage of recyclables
- Oversight with the Executive Director and operations manager, the storage of client and admin files
- Must be able to discern and maintain a high level of confidentiality
- Assist ED with calendar scheduling and preparing for meetings (including preparing documents and presentations)
- Able to administer the donor/volunteer data base, complete and extract reports from the data base.
- Able to create data base information from stats and outcome of the various programs and grants
- As assigned will complete grant reports and sponsorship/grant applications.
- Support event planning, fundraising, working closely with Fundraising and Volunteer staff and contractors to assist as needed and directed by the Executive Director
- Complete assigned work as delegated with regular (daily/weekly) follow up to the Executive Director with completion of given work.
- Prepare and edit correspondence, communications, presentations and other documents
- Assist the Finance Department with Accounts Payable, filing and mailings.
- Assist the Executive Director with the administration filing system.
- Attend meetings and take notes, as needed.
- Able to run errands as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Prefer a bachelor's degree in Communication, Business administration or similar field.
- Prefer experience working for a non profit
- Prefer experience in fundraising events and activities.
- Excellent computer skills – including Excel/Word/Powerpoint/Outlook
- Experience with databases – donor and fundraising helpful
- Valid driver's license, auto insurance and good driving record
- Able to function as a team member