

## JOB DESCRIPTION

POSITION: Administrative Coordinator

Date Created: 6/30/2021

**BRIEF DESCRIPTION OF RESPONSIBILITIES:** The Administrative Coordinator manages administrative duties and day-to-day office operations. Responsibilities include providing support to the Vice President and President, management of accounting and office tasks, maintenance of office systems and processes, and assistance with special projects. Tasks also require interfacing with agency donors, volunteers, and clients. Other duties and tasks as assigned. This position reports to the Vice President.

### JOB DUTIES:

1. Provides clerical assistance to Vice President and President.
2. Manages office administration and data entry.
3. Manages data management systems and creates, prepares, and delivers reports as required.
4. Performs administrative functions, such as filing, faxing, answering phone calls, and responding to emails.
5. Manages basic accounting tasks.
6. Orders and maintains office supplies and materials.
7. Greets and assists visitors.
8. Provides general support to staff as needed, including occasional support at different program locations.

### OTHER SKILLS REQUIRED:

1. Strong computer skills using Microsoft Office (Word, Excel, Outlook, PowerPoint) is required as well as proficiency in client and/or donor management software. Experience with accounting software is preferred.
2. Strong organizational and time management skills.
3. Attention to detail and problem-solving skills.
4. Excellent communication skills, both verbal and written.
5. Exhibit sensitivity and non-judgmental attitude regarding social, cultural, and economic status.

### EDUCATIONAL REQUIREMENTS:

- Associate degree from college or university, or equivalent combination of administrative experience, training, or education
- Minimum of 2 years of general office experience preferred.
- Experience in the non-profit sector preferred.