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| <b>Job title</b>      | <i>Administrative Coordinator</i> |
| <b>Reports to</b>     | <i>Executive Director</i>         |
| <b>Classification</b> | <i>Full-Time Non-Exempt</i>       |

### **Job purpose**

Administrative Assistant's duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports departments through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Accurately enter data for accounts receivable information from a variety of platforms. Familiar with a variety of the field's concepts, practices, and procedures.

Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Create a strong volunteer program and foster those relationships to ensure volunteers are able to support the organization's needs.

### **Duties and responsibilities**

- Recruit, coordinate, and train volunteers for various positions throughout the organization and coordinate during events
- Keep Employee folders up to date with the required paperwork
- Accurately enter data into a variety of different software platforms
- Suggest improvements in processes and policies in support of organizational goals
- Work with the Executive Director to assist in recruitment, training, and accountabilities for staff
- Responsible for Administrative gatherings
- Support Executive Director as needed to ensure the organization is operating smoothly and efficiently

### **Qualifications**

Qualifications include:

- Bachelor's Degree
- Employee management skills
- Ability to multitask
- Strong attention to detail
- Strong conflict resolution techniques
- QuickBooks, Square, Stripe, Sawyer, and eTapestry knowledge a plus
- Spanish speaking a plus

### **Working conditions**

Salaried nonexempt employees receive a salary rate for a fixed number of hours. However, when they exceed the fixed number of hours and work more than 40 hours in a week, they receive overtime

compensation. A non-exempt employee is entitled to pay at the rate of one and one-half times their regular rate of pay for any hours worked in excess of 40 hours a work week.

**Physical requirements**

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 50 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat.

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| <b>Approved by:</b>   | <i>Jennifer Lee</i> |
| <b>Date approved:</b> | <i>01/22/2024</i>   |
| <b>Reviewed:</b>      | <i>01/22/2024</i>   |