

**POSITION TITLE:** Administrative Coordinator

**SALARY LEVEL:** \$12/hr. to start

**FLSA STATUS:** Non-exempt

**REPORTS TO:** Executive Director/Development Director

**HOURS:** 40 hours a week, occasional evenings and early mornings required.

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### **SUMMARY**

This position is responsible for performing administrative and clerical duties for Nursery staff, handling deposits, maintaining donor records and providing a positive experience for guests visiting the business portion of the Vanessa Behan Crisis Nursery.

### **PRINCIPAL ACCOUNTABILITIES**

1. Perform a variety of support services for Nursery staff such as: clerical, secretarial, and administrative support. Maintain appropriate files.
2. Record donations and prepare financial deposit with accountant's supervision.
3. Provide information and assistance in person or on the telephone on a variety of department matters; answer routine requests for information in person or by enclosing materials or sending form letters.
4. Create, mail merge, and mail thank you notes to donors within three days of receiving donation.
5. Maintain neat and orderly appearance of front office, and conference room.
6. Supervise and back up volunteer receptionists.
7. Coordinate with House Manager in multiple areas including, shopping, donation management, tracking and ordering supplies.
8. Arrange and schedule a variety of meetings and conferences; prepare agendas, take minutes of meetings; prepare and distribute copies of minutes as appropriate.
9. Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
10. Handle urgent and confidential matters, exercising maturity, discretion and trust to ensure resolution of problems in a timely, efficient manner.
11. Prepare and type from rough drafts or dictation, letters, reports, memoranda or other correspondence as needed.
12. Maintain overall knowledge of department personnel's whereabouts and current projects; provide backup assistance as requested.
13. Coordinate the duplication and distribution of a variety of materials; establish and maintain files, including confidential and sensitive files.
14. Disseminate information and schedules to staff as necessary to assure effective coordination of department functions.
15. Maintain records and generate reports; utilize word processing, spreadsheet, database and other software as required.
16. Receive visitors, schedule appointments, screen visitors and phone calls and refer to appropriate staff members.
17. Order and maintain office supplies; prepare and process purchase requisitions according to approved procedures; schedule maintenance and repair of equipment.
18. Operate a variety of office machines and equipment including, computers, printers, facsimile machines, copy machines, scanners, etc.
19. Receive and deliver mail to Executive Director; identify and refer matters to the assigned manager and/or staff members in order of priority.

20. Establish and maintain positive staff and public relations image.
21. Maintain and actively work the donor database in collaboration with the Development team.
22. Light janitorial functions required.
23. Organize in-kind donations and ensure donations are properly put away.
24. Maintain a current Notary Public license if needed.
25. Function as support to the Administrative Team.
26. Make reservations and travel arrangements.
27. Perform other duties and accepts assignments as needed from Nursery Directors.

**PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

**WORKING CONDITIONS:**

Work is generally performed in an office environment with a quiet to moderate noise level. When attending special events employee may be exposed to a variety of outdoor weather environments and noise levels. Work is performed in an environment where there is exposure to children ages birth to age 6 and clients of varying socio-economic and health conditions. Occasional travel is required.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES:**

- Must possess ability to train and supervise employees and volunteers.
- Skilled in organizing, prioritizing and scheduling work assignments for self and subordinates.
- Donor Management software experience – Donor Perfect experience preferred.

**MINIMUM REQUIREMENTS**

- AA Degree in related field preferred.
- Requires two years of related work experience, computer literacy required with a focus on basic bookkeeping skills, data base management, Microsoft Word, Excel and Access.
- Must be professional, have excellent communication skills and a high degree of interpersonal skills.
- Effective organizational skills required, with attention to detail and accuracy a prerequisite.
- Ability to work with diverse clients, donors, volunteers, and staff in an enthusiastic, caring and compassionate manner is a must.
- Must handle confidential information discreetly.
- Must have high level of integrity, ability to work independently and be self-motivated.
- Successfully complete background check and credit check.