

POSITION TITLE: Administrative Coordinator

SALARY LEVEL: \$14-\$18/hr. DOE

FLSA STATUS: Non-exempt

REPORTS TO: Finance Director

HOURS: 40 hours a week (8a-5p), occasional evenings and early mornings required.

SUMMARY

This position is responsible for performing Human Resource, Finance and Clerical duties for the Vanessa Behan Crisis Nursery. Along with supporting the front office and administrative staff, this position is responsible for coordinating employee hiring, a variety of record keeping, financial deposits, and maintaining a professional first impression.

PRINCIPAL ACCOUNTABILITIES

1. Coordinate new hire interviews, onboarding paperwork, maintaining employee files and requirement deadlines in accordance with licensing requirements.
2. Maintain current Notary license and documentation.
3. Prepare financial contributions for bank deposit and enter all gifts into Donor Perfect software.
4. Maintain accurate records in Donor Perfect of all gifts, in-kind and cash.
5. Create, mail merge, and mail thank you notes to supporters in a timely manner.
6. Prepare mailing lists for Nursery publications as needed by the Development Team.
7. Maintain neat and orderly appearance of front office, and conference room.
8. Support and back up volunteer receptionists with phones, visitors, database use and general clerical support.
9. Maintain all Board of Trustee's documents including accurate and timely minutes, board packet distribution and meeting schedules.
10. Coordinate with House Manager in multiple areas including, shopping, donation management, tracking and ordering supplies.
11. Handle urgent and confidential matters, exercising maturity, discretion and trust to ensure resolution of problems in a timely, efficient manner.
12. Maintain conference room schedules, adjusting meetings as needed to accommodate multiple departmental needs. At times coordinate off site meeting or training schedules in assisting other departments.
13. Order and maintain office supplies; schedule maintenance and repair of equipment and maintain accurate vendor files.
14. Operate a variety of office machines and equipment including, computers, printers, facsimile machines, copy machines, scanners, etc.
15. Assist Finance Director with payroll and payables as needed.
16. Establish and maintain positive staff and public relations image.
17. Function as support to the Administrative Team.
18. 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:

- Strong skills in Excel and Outlook.
- 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.
- Prefer 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.