



JOB DESCRIPTION

TITLE: **Coordinator of Administration**

Program: Administration

Classification: Full Time

Supervisor: Executive Director

Qualifications: A minimum of 5 years of progressively responsible administrative experience, preferably with a human service/non-profit organization. Excellent communication and problem-solving skills, detail oriented, possessing excellent technical skills. Demonstrated organizational skills and the ability to succeed in a fast-paced environment. Position involves handling multiple tasks simultaneously – usually under tight time constraints – managing confidential data, and communicating in oral and written form with a wide variety of internal and external audiences. Proficiency in Microsoft Office XP programs.

Duties and Responsibilities: Executive Administrative Assistant must exercise accuracy, alertness, tact and patience - with the ability to predict, anticipate and execute on the business needs of The Council.

- Manage all aspects of support for Executive Director, Senior Administrative Team and Board of Directors. This position is highly involved in Senior Administrative Team operations and is critical to ensuring optimum organization and efficiency.
- Provide consistent administrative support of a highly complex, confidential and responsible nature, which often requires interfacing with high-level internal and external contacts requiring considerable initiative, discretion and a sense of urgency.
- Manage and maintain outlook calendars, schedule meetings, organize all meeting materials and logistics.
- Create and manipulate PowerPoint presentations, manage expense reports, communicate between team members, and assist with administrative functions.
- Maintain Executive Director's CAC/CEAP recertification – monitor progress toward completion of requirements and submit completed recertification packet in a timely fashion.
- Special events support as needed.
- Assist with work procedures and standards to improve efficiency and effectiveness; responsible for ensuring compliance with established corporate standards.
- Attend and coordinate Board meetings, write minutes for Board Secretary, send minutes to Secretary for review and signature, distribute minutes and notices for Board meetings. Notices for Board meetings should be mailed two weeks prior to scheduled meetings, normally held the third Friday of the month, September through June. Assist with other Board of Director committees and functions.
- Raise More Money project: ongoing Giftworks management, correspondence (telephonic and written), as well as monthly "Meet the Council" and annual "Ask Event" programs.

- Work on Administrative Team – provide support and input as needed. Back up receptionist as needed.
- Assist with grant assembly and tracking – including follow up and coordination to ensure deadlines and reporting requirements are met. Schedule and support stakeholder meetings when necessary for collaborative efforts.
- Licensing/funding requirements: Assist with compliance measures: maintain agency training plan and objectives, update manuals, resolutions, maintain fire drill log, Board and staff meeting records, corrective action plans, and other duties as directed.
- Provide professional support on recruitment objectives – monitor, maintain and progress applicants through candidate tracking system; screen resumes and prequalify applicants to ensure compliance with standards.
- Monitor and maintain asset tracking system.
- Abide by and enforce the Council’s Personnel Policy, including but not limited to: code of conduct/ethics; technology code of conduct; non-discrimination policy.
- Other tasks as identified by Executive Director and/or senior staff.

Salary Range: Commensurate with experience and other qualifications.