



POSITION TITLE: ADMINISTRATIVE COORDINATOR
DEPARTMENT: ADMINISTRATION
REPORTS TO: VICE PRESIDENT OF OPERATIONS
CLASSIFICATION: NON-EXEMPT, FULL-TIME

The Administrative Coordinator is responsible for overall front office activities, including the reception area, mail, and facilities. Also responsible for directing and coordinating office services and related activities. Responsible for providing arrangements for office meetings and establishing a highly-efficient and effective front office and internal operation.

RESPONSIBILITIES:

- Manage the reception area to ensure effective communications both internally and externally to maintain professional image
- Greet guests, assisting families, and address issues
- Handle administrative tasks such as file maintenance, answering the telephone, sorting mail, shipping packages, and supply inventory
- Manage equipment, phone system, and other technology
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.
- Negotiate the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Organize meetings and maintain calendar of events
- Create materials according to departmental needs (forms, handouts, PowerPoint presentations, agendas, etc.)
- Coordinate building maintenance, inspections and repairs
- Assist Executive Team with scheduling appointments, maintaining communication with the Board of Directors, and following up on tasks related to Board decisions
- Handle other duties as assigned

QUALIFICATIONS:

- High School Diploma, Bachelor's degree preferred
- 2 years of administrative experience in a professional environment required.
- Experience working in a fast-paced, high pressure, environment
- Non-profit experience preferred.
- Must have excellent communication skills, both verbally and in writing, and the ability to successfully multi-task and collaborate with others
- Personal qualities of integrity, credibility, and dedication to the mission of LifeNet4Families

Skills:

- Demonstrated organizational, interpersonal and communication skills.
- Excellent proofreading and editing skills
- Proficient in Microsoft Office