



**JOB DESCRIPTION
ADMINISTRATIVE COORDINATOR**

General Responsibilities:

The Administrative Coordinator is responsible for fiscal record keeping, administrative support for public relations and development efforts, general office duties and case coordination assistance. The Administrative Coordinator is supervised by the Executive Director.

Specific Responsibilities:

Provide fiscal record keeping and management

- Manage all accounts payable and accounts receivable
- Prepare vouchers for clients and funders
- Code payments and bills for bookkeeper
- Prepare fiscal reports for funders
- Assist bookkeeper in preparing material for annual audit
- Coordinate vendor correspondence
- Maintain administrative files
- Manage petty cash

Support agency development and public relations efforts:

- Enter data into donor and mailing list database
- Record contributions and send acknowledgements
- Assist with information for reports to agency committees and staff
- Assist with mailings, including spring and fall campaign, newsletters, annual reports, and invitations
- Coordinate distribution of agency materials into the community
- Assist with event planning, advertising and implementation

General office work:

- Open and close office
- Answer phones
- Run errands for office, specific programs and events as needed
- Maintain and ensure office appearance for front office, waiting room and mediation rooms
- Copy and collate print materials
- Assist in preparation of newsletters and reports for bulk mailing
- Schedule meeting space for meetings and trainings
- Maintain case, internal forms and community resource file
- Type correspondence and meeting notes as requested
- Open and distribute mail
- Manage office supplies and print materials, including letterhead and brochures
- Provide liaison with building landlord and cleaning service on a day to day basis

Case Coordination Assistance:

Screen inquiries for service, both over the phone and in person:

- Provide basic information on agency services
- Determine appropriateness of case for mediation
- Intake
- Make referrals to other agency staff or other community resource

Assist Executive Director with range of administrative tasks

- Assist with correspondence with Board of Directors, including preparation of agendas, reports, and packets for meetings.
- Type notes from committees and meetings, as needed
- Other tasks to be determined

Participate in agency planning and staff meetings

Work with supervisor on professional goal setting and development.

Participate in self-reflection pertaining to all of the above items (at least twice per year).

Other duties and tasks as assigned by the Executive Director and Program Director.

Minimum Qualifications:

- Graduation from an accredited college or university with a two or four year degree in business, office management, information technology or related field and two years experience in related work.
- Graduation from high school and five years experience in business, office management, information technology or related work
- Any equivalent combination of training and education sufficient to indicate ability to perform the job.

Required knowledge and skills:

- Good organizational skills including attention to detail and the ability to manage a variety of tasks at the same time.
- Experience managing financial records and data bases
- Strong data management skills
- Proficiency with IBM-compatible networked computers, including MS Office and other database programs.
- Excellent verbal and written communication skills including on the telephone
- Ability to handle confidential information
- Ability to work independently
- Valid Driver's License and access to a vehicle

Preferred but not required:

- Experience with marketing or public relations
- Knowledge of various community resources and the skills needed to network with them
- Notary Public

Position is full time (35 hours per week) with benefits.

Salary based on experience, starting at \$24,000.

Position is non-exempt.