Job Description for: Administrative Coordinator

JOB TITLE: EMPLOYMENT STATUS: FLSA STATUS: DATE: APPROVED BY:	Administrative Coordinator Full Time Non-Exempt January 2022 Sonya Thesing, Executive Director
SUMMARY:	Provides administrative support for the Executive Director and administrative staff. Also required to provide administrative support the Board of Directors under the direction of the Executive Director.
REPORTS TO:	Executive Director
DEPARTMENT:	Administration
SUPERVISES:	N/A
CRITICAL SUCCESS FACTORS (COMPETENCIES) (What knowledge, skills and abilities are needed for success in this position?)	• Highly organized • Self-directed • Positive approach with people both internal and external to the agency • Willing to help where needed • Flexible schedule to accommodate two evening meetings per month • Contributes to team approach within administration department and agency as a whole
MAJOR RESPONSIBILITIES / ACTIVITIES	1. Provides administrative support to Executive Director including but not limited to general clerical support and maintenance of the Executive Director's schedule. 2. Manages Executive Director's contacts and agency contact and distribution lists. 3. Create and maintain agency calendar for vehicle and room reservations, and agency-side meetings. 4. Provides administrative support to Board of Directors and its committees as assigned. Maintains the board portal. 5. Coordinate IT needs with outsourced IT manager, maintain IT asset inventory list, coordinate cybersecurity compliance work. 6. Coordinate Hamlet campus physical plant with agency property manager. 7. Ensures Carriage House administration building and equipment is maintained and required information is posted. 8. Assists HR manager by responding to employment verification inquiries, maintaining HR files, and scheduling onboarding appointments. Serves as back up for payroll processing. 9. Receives and distributes mail. 10. Manage Keri Key fob system and staff key assignments. 11. Serves as administrative backup to other areas of the organization to include providing phone coverage. 12. Continuous evaluation of operational processes for efficiency. 13. Maintains confidentiality of work related information.

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	14. Completes other duties as assigned.
EDUCATION, CREDENTIALS AND QUALIFICATIONS	1. Associate's or Bachelor's Degree or non-profit administrative experience; or equivalent combination of education and experience. 2. Strong verbal and written communication skills. 3. Computer literate with strong Microsoft Office skills. 4. COVID-19 vaccination card must be shown.
REQUIRED TRAININGS	Completes required trainings, including but not limited to: • Cultural competency • Other training programs as directed by the Team Leader.
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:	Office environment. May require ability to sit, move about, climb stairs and operate telephone and personal computer for extended periods of time. Overtime as required.
LOCATION:	Hybrid position. 1421 Hamlet Street, Columbus, OH 43201.
ADA:	The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.

I have carefully read and reviewed the Administrative Coordinator Description as outlined herein and understand the requirements of the position and accept same. I acknowledge that nothing in this job description restricts management's right to assign or reassign job duties and responsibilities to this position at any time.

_____ _____

Administrative Assistant Date

_____ _____

Manager Date

March 2, 2022