



## **OFFICE ADMINISTRATIVE COORDINATOR**

### **POSITION SUMMARY**

Working within a cross-functional team, the Office Administrative Coordinator is responsible for providing administrative support to the executive director and board of directors, coordinating all office services, including but not limited to: office technology and equipment, phone system, record retention, facilities management, organizational calendars, in-office meetings, maintenance services, utility services, supplies ordering and inventory, preparation and processing mailings, providing program administrative support, assist in special projects as assigned. This position is 32-40 hours per week.

### **JOB RELATIONSHIPS**

- Reports directly to Executive Director
- Participates in all agency staff meetings, team meetings, and other meetings as assigned.

### **ESSENTIAL FUNCTIONS**

#### **Administration of Office Functions**

- Oversee functionality of all office technology and equipment, including copiers/printers, phone systems, postage machine, and other equipment.
- Coordinate functions related to property maintenance and management – including special projects, seasonal upkeep, equipment, etc.
- Document, update, and maintain inventories of all office technology and equipment.
- Monitor/manage staff use of the organizations property, including use of equipment (laptops, projectors, etc.) at external meetings and presentations. Ensure compliance with equipment “check-out” procedures, including proper storage of equipment when not in use.
- Troubleshoot problems with, and act as primary contact person for vendor support of, office technology and equipment.
- Maintain storage and organization of documents, files, and other materials in compliance with the organizations record retention policy, including physical and electronic records.
- Provide additional administrative support to the senior staff team.
- Maintain inventory of office and kitchen supplies and place orders as necessary.
- Receive and distribute mail and other deliveries in compliance with the mail and cash receipts policy.
- Maintain, update, and distribute board and staff contact lists.
- Prepare office and appropriate conference rooms for meetings, including ensuring cleanliness of areas. Restock supplies in bathrooms, conference rooms, supply closets, kitchen, etc..
- Coordinate logistics of administrative materials and functions necessary for board and staff meetings.
- Responsible for entry of daily receipts and donor information in Donor Perfect database – in accordance with Teen Parent Connections cash receipts process.
- Responsible for issuing daily donation receipts in accordance to Teen Parent Connections stewardship process.

**Executive Support:**

- Provide support to Executive Director to maintain schedule, files, materials, and board and committee activities.
- Take board meeting minutes.
- Prepare, print, and assemble materials for meetings
- Provide support for events and fundraising campaigns as needed.
- Provide administrative support to programs including: back up support for program database management, HR functions, record keeping, preparing for audits, and other special projects as needed.
- Provide administrative support to facilitate projects and activities within the organization.
- Prepare special reports as directed.
- Develop timelines, procedures, and schedules for projects as requested.
- Other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- High School diploma required. Post-secondary degree preferred, but not required.
- Four years of relevant work experience.
- Advanced proficiency in Microsoft software applications (Word, Excel, Outlook, etc.), Adobe Acrobat, and database applications.
- Excellent problem solving skills.
- Must be highly organized.
- Ability to think innovatively, proactively and creatively.
- Must excel in a fast-paced, team-oriented environment; cooperative, supportive, and “can do” attitude is crucial to success.
- Capable of producing results in a fast-paced, deadline oriented environment.
- Excellent verbal/written communication and interpersonal skills; ability to be clear, courteous, positive and patient in all communications.
- Ability to work well with a variety of audiences with clarity and credibility, including clients, volunteers, staff, management, and community.
- Excellent analytical, organizational, and time management skills.
- Positive, enthusiastic attitude.
- Must have dependable transportation for local travel in DuPage County area. Valid driver’s license and proof of auto insurance are required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a variety of settings, including office environment and community based sites.

- COVID-19 vaccination is required.
- Ability to drive a car (does not include transportation of participants).
- Ability to lift and carry up to 40 lbs and climb stairs several times per day – often carrying 20+ pounds.
- Ability to climb stairs and ambulate in and out of site locations in all weather.
- Ability to sit and stand for extended periods of time.
- Ability to bend and reach.
- Ability to learn and communicate written, verbal, and visual methods effectively and efficiently.

**APPLICATION INSTRUCTIONS**

Teen Parent Connection is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position is non-exempt hourly with a range of \$18.50 to \$19 per hour depending on experience and qualifications.

To apply, please email letter of interest and resume to [missyc@teenparentconnection.org](mailto:missyc@teenparentconnection.org)