



**Title: Administrative Coordinator**

**40 Hours per week**

**Reports to: Executive Director**

**Responsibilities include, but are not limited to:**

- Responsible for general office management duties and supplies; coordinates office services such as cleaning company and IT consultants; procures and manages maintenance of office equipment
- Manages the calendar(s) of the Executive Director and other staff including scheduling, fielding and prioritizing meeting requests
- Manages task tracking system (Monday.com) for team to support project and deadline tracking.
- Manages administrative responsibilities related to board meetings, committee meetings and any other board activities as needed; direct communication with board members included
- Designs and implements office policies and procedures for administrative functions such as expense payment processing, employee Personal Time Off (PTO) tracking, etc.
- Manages phone system, answers telephone calls and responds to routine inquiries
- Works with the Executive Director, staff and accounting firm to ensure proper reporting, compliance, and financial management; maintains and tracks Ohio City Inc. merchandise sales
- Works with contracted accountant to manage billing payments and relationships with vendors; Create and manage processes for invoices
- Maintains filing systems for administrative, financial and contractual records for the organization and follows record retention policies
- Performs low level Human Resource administrative duties such as processing new employee paperwork, filing system for personnel files, and disseminating benefit information from consultant to employees
- Creates and maintains tracking system for renewals of certificates, licenses, deadlines, etc.
- Provides support to staff including the creation of correspondence, reports, presentation materials and memoranda, includes creating thank you notes and acknowledgements for various programs
- Reception of office guests including meeting set up, agenda/admin support, food ordering, greeting, and liaison to other staff members
- Support community activities such as meetings and events as needed, including some evenings and weekends.

**Required Qualifications:**

- Bachelor's Degree or five years experience in an administrative management or executive assistant position; Proficiency in MS office suites and database software programs ; Excellent communication skills; strong multi-tasking and organizational skills; Ability to communicate effectively, both verbally and in writing; Excellent proofreading and data entry skills; Must be available for some weekend and evening work, as well as agency events; Good time management skills; Ability to think creatively and work confidentially; Flexibility in adjusting to agency needs; Positive team-oriented attitude; Practice confidentiality at all times

**Preferred Qualifications:**

Bilingual English & Spanish; Experience in nonprofit or community development organizations a plus

**Compensation:** Starting salary for this position is \$35,000-\$45,000 commensurate with experience. Ohio City Incorporated offers comprehensive benefits including medical, dental, and vision insurance, IRA, and advancement opportunities. To apply, submit a resume and cover letter to [careers@ohiocity.org](mailto:careers@ohiocity.org). Please write Administrative Coordinator in the subject line. Applications will be accepted on a rolling basis until position is filled.