

Administrative Coordinator Job Description

The Administrative Coordinator facilitates the customer service and daily operations of Southeast Linn Community Center as assigned by the Executive Director.

Job Duties and Responsibilities (Other duties as assigned)

Customer Service Duties

- Assist clients in-person and via phone
- Make appropriate client referrals to other human service agencies
- Provide direct services to clients utilizing food pantry
- Assist donors who are dropping off donations

Facility Management

- Kitchen: Maintain equipment, storage, preparation and serving areas in a safe, sanitary manner and ensure health and safety guidelines are followed
- Manage facility rentals, group reservations and facility usage calendar
- Light cleaning tasks as needed

Office Administration Duties

- Assist clients in completing required paperwork
- Assist with data entry, record-keeping, organization and inventory management
- Maintain inventory of office supplies

Senior Transportation Duties

- Schedule volunteers to provide rides for seniors
- Provide volunteers and clients with required paperwork and training
- Maintain accurate records of rides provided and mileage reimbursement needed
- Ensure both clients and volunteers follow all policies and procedures of program

Education/ Experience

- High school graduate or GED required. College experience preferred.
- Job-related experience required

Skills

- Proficient in computer applications, including: word processing, spreadsheets, online ordering, and email
- Excellent customer service
- Record-keeping skills, planning skills and organizational ability

Capabilities

- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Demonstrated capability to effectively communicate orally and in writing
- Proven ability to protect confidentiality of all clients and volunteers

- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions
- Ability to stand over 50% of the time
- Ability to lift, load and unload objects weighing up to 40 lbs

Time Commitments

- Hours are generally Monday through Friday between 12PM and 4PM or as needed
- Hours need to be flexible; must be available for special events and training

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print) & Signature

Date