



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

POSITION DESCRIPTION

Position: **Administrative Coordinator**
Location: HEADQUARTERS
Manager: Business Manager

GENERAL FUNCTION:

Manages day-to-day tasks of human resource, administrative and technology functions including: new hire and orientation processes, business machines, purchasing.

RESPONSIBILITIES:

ADMINISTRATIVE

- **MAIL** - Pick up, sort and deliver mail daily. Mail business correspondence, ensure postage is on hand.
- **RECEPTION** – Provide front desk reception for office visitors and answer main phone line.
- **HOSPITALITY** – Maintain basic supplies and be responsible for meetings requiring refreshments, etc. Keep kitchen tidy.

HUMAN RESOURCES

- **TEAM MORALE** – Ensure leadership team acknowledges all birthdays, Club anniversaries and other milestones of team members. Share leadership with head of operations to ensure on-going staff social opportunities, such as the holiday party, summer celebration and periodic gatherings.
- **HIRING** – Posts positions, screens resumes, checks references, conducts background checks and facilitates comprehensive New Hire Orientation. Orders name tags, shirts, business cards as needed. Ensures new hires are added to email and server as appropriate and works with Business Manager to complete FT New Hire Checklist with additional items.
- **RECORD KEEPING** – Maintains all personnel records & files including compliance and training log. Maintains donor database and daily acknowledgements of gifts.

FINANCIAL

- **DEPOSITS** – Prepares deposits of funds arriving through the mail, logs weekly deposits from Directors and submits all deposits to Business Manager.

OTHER

- **TECHNOLOGY** – Ensures server, computers and telephone system are working and coordinates repairs and maintenance as needed.
- **SUPPLIES** – Manages the ordering and distribution of office supplies. Researches vendors and pricing as needed.
- **BUSINESS MACHINES** – Manages all business machines, including printers, copiers, faxes, ensuring their proper use and that supplies to operate are available.
- **MARKETING & COMMUNICATIONS** – Supports other corporate communications as appropriate.
- **PROJECT MANAGEMENT** – Manages other special projects as assigned.

SKILLS, EXPERIENCE & TRAINING:

- Four-year degree from an accredited college or university preferred.
- Strong communication skills both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
Preferred computer skills: Quickbooks, Donor Perfect, Microsoft Office.
Demonstrated organizational, staff and project management abilities
Impeccable honesty and integrity.
- Commitment to being a high performance team player.

I accept the terms and conditions of this *POSITION DESCRIPTION*.

Signature _____

Date _____