

**Title:** Administrative Coordinator

**Reports To:** Chief Executive Officer/ Executive Director

**Department:** CIS Central Office

**Classification:** Non-Exempt

**SUMMARY:** Full-time position, 40 hours per week. Primarily responsible for administrative duties and in-office support of Communities In Schools of Ohio Leadership Team. Assists Leadership Team with processes and systems, phone traffic, file management / organization, communications, and event logistics support. Works collaboratively with the team to drive organizational efficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides administrative support by assisting the Executive Director as requested. Supports the Leadership team as needed to help with their tasks.
- Records minutes for meetings of the Board of Directors, Executive Committee and other committee meetings as requested. Schedules Board of Directors meetings as requested. Prepares and sends meeting notices. Manages meeting logistics including venue reservations, if needed.
- Serves as the main office “gatekeeper” by greeting visitors and answering/screening calls.
- Assists with incoming and outgoing mail and monitors the centralized email box for CIS of Ohio. Forwards email and mail to the appropriate person, when necessary. Manages and maintains a functional office. Effectively organizes and keeps files in an efficient and orderly manner. Monitors supply levels in the office and orders supplies as needed. Assists the Fiscal Director and other team members with setting up and processing purchase orders.
- Supports the leadership team with making copies, scanning, filing and/or shredding documents as needed. Assists with document editing and formatting, as requested. Prepares correspondence for team and packets for partners, Board meetings, and others as requested.
- Tracks volunteer efforts and assists the Associate Director with their coordination, as needed.
- Provides social media support. Assists with the maintenance and posting of CIS social media with information provided by the Leadership Team.
- Collaborates with CIS national by participating in webinars, conferences, and phone calls, as requested.
- Supports the overall work of CIS by participating in meetings; assisting the team with the preparation of reports and presentations, as needed to support the work of the CIS Board of Directors, Board committees and day-to-day work.
- Other duties and special projects as assigned.

*The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Other duties may be assigned by Executive Director, as necessary.*

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have experience and high comfort level with taking initiative, working independently, and being self-directed.
- Must have excellent written and verbal communication skills.
- Must have a strong ability to coordinate with various team members and manage a variety of priorities.
- Must work well under pressure and always maintain professional demeanor.
- Must be customer service oriented both internally and externally.

**CORE COMPETENCIES:**

- Flexibility
- Collaboration
- Initiative
- Strong Interpersonal relations
- Communication
- Accountability
- Planning and organizing
- Detail-oriented
- Continuous improvement

**EDUCATION and/or EXPERIENCE:**

Associate Degree, or equivalent, required with 3 – 5 years previous experience in similar position. Experience working for a nonprofit organization strongly preferred.

**LANGUAGE and COMPUTER SKILLS:**

Excellent English-speaking verbal, written and computer skills. Must be proficient in Microsoft Office.

**REASONING ABILITY:**

Must have the ability to anticipate and meet the needs of the Executive Director and other staff. Comfortability with ambiguity and delays necessary.

**WORK ENVIRONMENT:**

Ability to work closely and constructively with a diverse staff while maintaining professional and courteous working relationships. CIS is a drug-free workplace.

**PHYSICAL REQUIREMENTS:**

Must be able to sit for extended periods of time and occasionally lift up to 25lbs.