

Now Hiring:

If interested please send an email to info@ozarksdsg.org

Deadline for application: 2/1/2012

Administrative Coordinator

GENERAL JOB DESCRIPTION

This individual reports to the Vice President and is responsible for providing administrative support to board and committee members. These duties include but are not limited to: database system maintenance and training, communication, email, typing, filing, reception and telephone duties

DUTIES AND RESPONSIBILITIES

Assume receptionist duties, greet public, answer phone, route calls, take and retrieve messages from voicemail/answering service and refer them to appropriate board members.

Assist board with administrative duties as requested.

Cooperate in the maintenance and/or modification of agency data collection system.

Oversee database management for quality assurance.

Provide training to staff on database encoding.

Assist in email correspondence with members and support organizations

Develop and maintain agency inventory system.

Retrieve and distribute incoming mail and prepare outgoing mail including bulk mail.

Maintain office area, keeping it clean and free from clutter.

Type and word process documents as needed.

Monitor office supply inventory.

Update and maintain mailing lists.

Produce mailing labels and reports as requested.

Maintain appropriate interpersonal relationships with volunteers, board, and supporters.

Assist with special event registration and execution.

Assist with various program operations as requested as responsibilities permit.

Other duties as assigned.

REQUIRED QUALIFICATIONS

Demonstrated written and oral communication skills

Demonstrated ability to work independently and as a team.

Minimum two years clerical or administrative experience.

Typing skills with at least 50 WPM.

Familiarity with basic computer skills (Word, Access, Excel, PowerPoint)

Knowledge of general office machines and telephone system.

Sensitivity to the needs of persons with disabilities.

Ability and willingness to work cooperatively with others.

High degree of discretion dealing with confidential information.

Ability and willingness to work some early mornings, evenings and weekend days.

PREFERRED QUALIFICATIONS

Proficiency with Microsoft Office software.

Experience creating and maintaining a database system.

Experience working for a non-profit organization.

10-key proficiency.

Experience in grant reporting.

Experience preparing bulk mail.

Familiarity working with people with disabilities.

Must be able to

- ◆ lift 25lbs for moving items up and down the stairs and in and out of storage as needed.
- ◆ Work from the ARC 2 days per week on average between the hours of 9:30am and 3pm
- ◆ Pass a background check
- ◆ Drive
- ◆ Be available more during higher volume times (Step Up, etc)
- ◆ Be an energetic self-starter
- ◆ ask for and accept help as needed.

To be hired (part-time paid position); \$10,000 total in budget for 2012...paid every 2 weeks

Transition: person will be hired for 60 days initially with non-financial duties* only and then have a review of the position, duties, and the skills of the new coordinator

Reports to Vice President