



<b>Job Title:</b>	<b>Administrative Coordinator</b>	<b>Job Code/ Req#:</b>	<b>23-92(4)</b>
<b>Department/Group:</b>	Executive	<b>Hiring Pay Range*:</b>	\$20.98 - \$23.70
<b>Reports to:</b>	Chief Operating Officer	<b>Position Type:</b>	Full Time
<b>Job Category:</b>	Non Exempt - Hourly	<b>Placement:</b>	Hybrid - Office/Telework
<b>Opened on:</b>		<b>Closes on:</b>	Until Filled

\*Hiring Pay Range is the range between meeting minimum qualifications and the next education level.

#### **JOB DESCRIPTION**

Reporting to the Chief Operating Officer, this professional provides administrative support to the executive team including handling information requests and performing clerical functions. This professional will coordinate projects and facilitate work flows on behalf of the executive team. As a backup to the Executive Assistant, the Administrative Coordinator may also be exposed to privileged information to be held in confidence.

#### **KEY TASKS**

- General administrative duties including but not limited to scheduling meetings, preparing correspondence, processing mail, filing, answering phones and greeting customers
- Coordinates projects and facilitates work flow to keep projects moving
- Assists with preparing and distributing meeting dates and packets for Board, Executive Committee and Finance Committee meetings
- Attends meetings, documents meeting minutes as needed
- Serves as back-up in processing bi-weekly payroll

#### **GENERAL RESPONSIBILITIES**

- Maintains confidentiality with respect to sensitive information, conversations, expectations, brainstorming and ideas
- Actively listens, giving full attention to what others are saying
- Observes, receives, and otherwise obtains information from all relevant sources
- Conveys information effectively
- Uses logic and reason to identify approaches to problems
- Manages own time and time of others
- Actively looks for ways to help others

## EXPECTATIONS

- is honest, ethical and transparent
- maintains confidentiality of entrusted information
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, and dependable, and fulfills obligations
- has reliable transportation
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety of tasks in the workplace
- values diversity
- values team input
- lives agency's Core Values:
  - Assumes Positive Intent
  - Is (Be) Effective
  - Chooses Responsibility
  - Delivers Excellent Customer Service
  - Embraces Fun
  - Finds the Solution that Best Helps the Child
- lives agency's Core Values:
  - Assumes Positive Intent
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## SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Performs most tasks with limited supervision
- Independence/Expertise -Exercises independent thought and creativity
- Service/Initiative
- Supervision
- Agency Growth

## KEY SKILLS

- Excellent Microsoft Office skills
- Excellent communication (both verbal and written) skills
- Excellent organization skills
- Maintains confidentiality with highly sensitive Information
- Excellent customer services skills
- Works collaboratively in a team environment
- Effectively prioritizes tasks

**MINIMUM QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in a field related to business from an accredited institution
- Three (3) years administrative experience
- Two (2) years experience in a non-profit or governmental organization
- Telework requires internet speeds of 4Mbps download/4Mbps upload and working in immediate geographical area
- Reliable transportation, minimum insurance coverage and clean driving record in some roles
- Reliable mobile phone service for technology compliance requirements (multifactor authentication)Pro
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**OTHER**

- Work Environment – Hybrid - Office/Telework
- Travel – Local, Out of County
- Leave Requirement -
- Travel: Local, Out of County, Out of State
- Work Environment: In field/Office – Deland, Daytona & Flagler/Telework
- Leave requirement: None
- Sometimes has courageous conversations with families concerning file results

**PHYSICAL REQUIREMENTS**

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

**WORK ENVIRONMENT**

- Equal Opportunity Employer
- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel