

Administrative Coordinator for Center for Racial Healing Job Description

Position Title: Administrative Coordinator

Reports To: Executive Director

Location: Atlanta, Georgia

The Administrative Coordinator is responsible for creating a welcoming office environment and positive interaction for all who visit the Center. The Administrative Coordinator manages day to day office operations and ensures the organization's finances, information technology and office coordination needs are met.

Duties and Responsibilities

Not in Priority Order

Administrative

Greet visitors

Assure general office tasks are done, including documents, copies, mail and generally supporting the Executive Director.

Coordinating and supervising volunteers and interns

Assure that the organization's space is neat, presentable and coordinating any building issues with the proper persons to handle them.

Plan and coordinate meetings logistics including training sessions, board meetings, committee meetings(in person and by electronic means.)

Maintain an inventory of the Center's equipment and possessions

Maintain and safeguard the Center's records

Update and maintain the Center's database, Website and Face Book Pages

Assist the ED in providing support to the Board and Working Groups

Assist the ED with fund raising activities

Human Resources

Assure that payroll information is transmitted to the Diocese.

Assist the E.D. with the establishment of personnel policies as needed.

Assist in recruiting and orienting volunteers

Finance and Accounting

Code invoices and expense reports and transmit for payment.

Prepare month-end reports for Executive Director and the Board

Keep track of the Center's budget- revenue, expense, balance sheets and allocation of expenses.

Personal Attributes

Welcoming personality and oriented toward being a helpful person
Ability to understand basic financial information
Excellent communication skills (verbal and written)
Ability to work in a self-directed, motivated manner
Working knowledge of office procedures and office management
Administrative self-sufficiency: Microsoft Office Suite, database skills and calendars.
Effective problem solving skills.
Flexibility
Ability to maintain confidentiality when appropriate
Interest in working with inter-generational populations

Required Experience

At least 2 years' experience in a multi-faceted office environment
Accounting procedures, bookkeeping and organization
Bachelor's degree desired
Ability to manage social media accounts

Travel and Work Hours

Moderate travel may be required. Work hours can be non-traditional at times, including evenings and weekends.