



JOB TITLE: Administrative Coordinator
FLSA STATUS: Non-Exempt
DATE: 07/2017
REPORTS TO: Chief Operating Officer

ORGANIZATIONAL MISSION

To enhance the quality of life for our citizens now and for future generations by building community endowments, meeting needs through grantmaking, providing leadership, and promoting collaboration on community issues.

PRIMARY PURPOSE OF JOB

The Administrative Coordinator is responsible for providing administrative assistance to the Chief Executive Officer and Chief Operating Officer in alignment with Community Foundation of the Ozarks' mission, vision and values. This position also serves as secretary to the CFO Board of Directors and manages the efficient operations of CFO's physical facilities.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS - *Other duties may be assigned*

- Produce agendas, assemble packets, and take minutes for CFO Board of Director's meetings; maintain records and archives for the Board of Director's.
- Greet and assist visitors at the CFO office and handle calls on the general office phone line.
- Assist COO with employee payroll administration including collecting timecard information and submitting changes to the payroll provider.
- Coordinate general building and grounds maintenance, repairs, and cleaning schedule.
- Serve as primary contact for office machine, telephone, HVAC, security service and other standing service providers.
- Schedule and coordinate general Foundation calendar and use of CFO's public meeting spaces by outside organizations.
- Provide primary oversight for scheduling, maintenance, licensing and repairs for CFO staff vehicle.
- Monitor inventory and purchase general office, kitchen and building supplies.
- Assist CEO and COO with scheduling and correspondence as requested.
- Assist with general CFO events, such as coordinating meal catering, rental items, production of invitations or meeting notices.
- Assist with development and production of customized mailing and mailing lists.
- Maintain and update office Emergency Operations Plan.
- Perform light housekeeping, such as kitchen clean up, trash or recycling removal.
- Perform other duties and responsibilities, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficiency with Microsoft Office Suite software; strong working knowledge of Word and Excel and familiarity with PowerPoint and Publisher.
- Excellent customer service skills.
- Ability to maintain discretion in handling confidential information.
- Strong time management skills.

- Highly accurate and meticulous in recordkeeping.
- Strong grammar and proofreading skills.
- Technical capacity to learn and understand database systems.
- Proficient with workplace technology such as office equipment including audio visual and teleconferencing equipment.
- Proficient with online office technology services, such as shared collaboration and document storage spaces, form builders, schedule-management programs, e-mail managers, e-commerce, password keepers, and willingness to explore, learn and adopt web-based office technology.
- Ability to work occasional early mornings or evenings.

CORE COMPETENCIES

Building Trust: *Interacting with others in a way that gives them confidence in one's intentions and those of the organization.*

Constituent Focus: *Ensuring that the constituent perspective is a driving force behind business decisions and activities; crafting and implementing service practices that meet constituents' and own organization's needs.*

Adaptability: *Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.*

Engagement Readiness: *Demonstrating a willingness to commit to one's work and to invest one's time, talent, and best efforts in accomplishing organizational goals.*

Impact: *Creating a good first impression; commanding attention and respect; showing an air of confidence.*

Managing Work: *Effectively managing one's time and resources to ensure that work is completed efficiently.*

Quality Orientation: *Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.*

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High school diploma or equivalent GED required; Associate's Degree in business administration, business technology or other relevant field is preferred.
- Bachelor's Degree or equivalent professional experience a plus.
- Prior experience in office administration, customer service/relations, event planning or related field preferred.
- Previous payroll administration experience preferred.
- Must possess a valid driver's license and have a good driving record.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with team members, constituents, vendors, and general public.				X
Sitting: Must be able to sit for long periods of time.			X	
Standing/Walking: Must be able to move about the work area.		X		
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and stock supplies.	X			
Lifting/Pulling/Pushing: Must be able to lift 25 pounds with or without reasonable assistance.	X			
Grasping/Feeling: Must be able to type, carry supplies, handle documents, and use equipment and electronic devices.				X

The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise. Limited local travel may be required.

The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date