

Job Title: Administrative Coordinator

Department: Administration

Reports To: CEO

Classification: Full time, non-exempt

SUMMARY

Responsible for providing administrative support for the executive office as well as key organizational functions that include Finance, Development, and Operations. Requires performing complex administrative support duties for Columbus Humane including but not limited to: scheduling and preparing for meetings, taking minutes, drafting correspondence, assisting with accounts receivable/payable, daily banking, external communications, providing event support, donor gift processing, answering phones and using Microsoft Office software. Works with highly confidential information under general supervision. Is professional, flexible, accountable and resourceful with outstanding organizational and time management skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Prepares correspondence, documents, reports and other materials which may be complex or confidential—sometimes requiring independent judgment and with a specific focus on CEO and Board of Trustees responsibilities. Demonstrates exceptional written communication skills including grammar and proof-reading. Pays close attention to detail. Legible penmanship essential.

Schedules appointments for CEO and coordinates calendar. Updates contact information for stakeholders. Updates and maintains versions of approved Columbus Humane forms for internal and external use. Demonstrates technical savvy.

Assists Development and Communications department with fundraising and external communications activities including but not limited to: production of donor information packets, mass appeals campaigns, event support, and website/social media.

Assists Finance department with fiscal activities including but not limited to: check processing, invoicing, remittance, and daily banking.

Assists Operations department with management activities including but not limited to: volunteer training/information assembly, facilities management, human resource administration, and scheduling and room reservations.

Schedules and prepares for meetings including taking minutes, setting up meeting space including arranging tables/chairs and computer/AV equipment, etc. where needed. Coordinates business breakfasts/luncheons and meetings scheduled at Columbus Humane.

Organizes and maintains electronic and paper records and reference/resource files for the CEO. Coordinates file archival and record destruction schedule; arranges for and supervises volunteers to assist, as needed, with paper filing and data entry.

Handles travel arrangements for Columbus Humane staff.

Promotes communication and cooperation between Columbus Humane departments. Provides staff and volunteers with guidance and promotes professional development.

Provides outstanding customer service to all Columbus Humane stakeholders at every level.

Provides additional administrative support to others as requested/assigned including but not limited to assisting the Board of Trustees, Director of Finance, Director of Development and Communications, and Director of Operations.

Miscellaneous responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises/directs volunteers as needed.

QUALIFICATIONS

Ability to be accountable and demonstrate strong attention to detail and provide effective, reliable administrative support for members of organizational leadership team members.

Working knowledge of MS Word, Publisher, PhotoShop, Excel, PowerPoint, and Outlook.

Communicates clearly and succinctly in a variety of communication settings and styles. Exceptional written communication skills including grammar and proof-reading.

Effectively and independently executes more than one task at the same time; can switch back and forth between activities of varying complexity by using trusted and independent judgment and discretion. Ability to prioritize tasks and anticipate problems/challenges.

Ability to handle confidential information in a responsible, mature, and discrete manner; able to exercise good independent judgment including interfacing in person or on the phone with very senior levels of executive level management and/or donor base.

The ideal candidate is an energetic self-starter with exceptional oral and written communication skills; has the ability to work in a fast-paced environment; demonstrates intellectual agility and the ability to think strategically.

Candidate must be comfortable reporting to multiple supervisors and demonstrate ability to be highly organized, detail-oriented, accurate and deadline driven.

EDUCATION and/or EXPERIENCE

High school diploma (some college coursework or degree preferred) or equivalent combination of education and experience; and 2-4 years experience supporting a senior level position.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Ohio Driver's License.

PHYSICAL DEMANDS

At times required to lift up to 15 pounds with reasonable accommodation.

WORK ENVIRONMENT

Work is performed in a normal animal shelter setting in proximity to a wide variety of animals. Generally work is performed during standard business hours, Monday through Friday, though occasional evenings and weekends to support events or meetings will be required.

Prepared By: Rachel DK Finney, CAWA

Prepared Date: January 2018

Approved By: Rachel DK Finney, CAWA

Approved Date: February 2018