



## GROWING TOGETHER JOB DESCRIPTION

<b>TITLE: Administration Coordinator</b>	<b>DIVISION: OPERATIONS</b>
<b>DATE: MAY 17, 2021</b>	<b>STATUS: FULL-TIME/ EXEMPT</b>

### **JOB SUMMARY:**

Growing Together's Administration Coordinator will provide on-going administrative supports to the organization's staff, community members, and Board of Directors. This person will play a critical role by providing on-going support to organize, maintain, and coordinate the various administrative tasks, data collection and record keeping that are essential to our current projects and the organization's operations. They will also be responsible for working with project teams to prepare, review and gather documents or materials and contact and provide assistance to clients/community members as needed. This position will benefit from a highly organized, detail-oriented, self-motivated individual that is an empathetic, strong communicator that likes to work on many different projects and tasks.

### **VARIOUS RESPONSIBILITIES/ESSENTIAL FUNCTIONS:**

- Assist in coordinating schedules, planning meetings, maintaining calendars for individuals and the organization, and providing reminders as needed
- Develop, implement, and maintain filing system for electronic and hard copy documents
- Coordinate prioritization, routing, signing, and distribution of important documents and correspondence
- Submit, prepare and classify purchases and invoices
- Assist with data entry and recordkeeping for events, meetings, and projects
- Communicate with and provide on-going assistance to clients to complete/review document or make payments
- Reconcile basic expense or financial reports
- Provide support for project teams and team members
- Perform other duties as assigned or requested

### **REQUIRED EDUCATION/EXPERIENCE:**

- Associate's Degree in Communications, Management, Human Relations, or related field from an accredited college or university. Bachelor's degree preferred.
- 2 years minimum related work experience in loan management, administrative position, or office setting
- Must have experience working with vulnerable populations
- Is a strong self-starter that takes initiative to advance the success of the organization
- Current or former resident of a Growing Together target neighborhood preferred.

### **KNOWLEDGE/SKILLS/ABILITIES:**

- Bilingual/Biliterate English/Spanish required
- Proven interpersonal skills

- Strong oral and written communication skills
- Ability to follow oral and written instructions with ability to read, interpret, and present information effectively and efficiently
- Ability to quickly and accurately assess importance of a phone call, email, or document and take appropriate action to involve the right people
- Attention to detail and ability to work on multiple projects simultaneously
- Intermediate to Advanced Microsoft Office and technology skills
- Practices tact, discretion, initiative, and independent judgment within established guidelines
- Ability to take initiative, multi-task, and work well under pressure
- Mission-driven, outcome oriented professional
- Committed to creating and supporting a learning-oriented, joyful organizational culture

**ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS:**

Employee is subject to standing, stooping, walking, lifting, and carrying objects throughout daily job performance. Work is a normal office environment. Intermittent effort involving lifting of amounts between 5 and 25 pounds required. Work requires moderate attention to detail and deadlines between 20% and 50% of the time. Driving is required intermittently.

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Executive Director Date

I have read the above job description and understand the essential functions of the job and its physical requirements. I am qualified and able to perform the job subject only to the following accommodation(s):

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