

Jimmie Hale Mission

Position: Administrative Coordinator

Classification: Fulltime- Exempt G-11

Supervisor: Men' Center Director

Position Summary:

Assists the director with the coordination of daily administrative activities, staff, client's schedules and daily activities.

Job Duties:

- Provides administrative support to the director to ensure efficient operation of the residential facility.
- Assists the director in the effective implementation of projects.
- Ensures compliance with facility policies in accordance with program objectives.
- Acts in the absence of the director.
- Ensures proper documentation of incident reports.
- Answers phone calls, schedules meetings, and supports clients, donors and volunteers as needed.
- Performs administrative duties such as filing, copying, binding, scanning, etc., complete reports.
- Coordinates operational requirements by scheduling and assigning projects and expediting work results.
- Coordinates transportation for clients and staff as needed.
- Exercises effective communication with clients, staff and visitors.
- Coordinates volunteer and/or educational opportunities.
- Coordinates the periodic inspection of facility to ensure optimal and efficient operation of equipment.
- Coordinates needed repairs and services as needed with the director,
- Coordinates the processing and distribution of donations.
- Ensures supplies are ordered and maintained.
- Provides said in addressing medical and/or non-medical emergencies; determines the need for medical and/or law enforcement assistance.
- May assist in the administration of SNAP and A-Reset program.

QUALIFICATIONS:

Education/Experience

High school diploma or equivalent education required.
3 years of administrative assistant experience.

Knowledge, Skills and Abilities

- Knowledge of Jimmie Hale Mission policies and procedures.
- Knowledge of various human resource agencies and/or organizations.
- Skilled in Microsoft Office, Excel, Standard Office Equipment.
- Ability to communicate effectively orally and in writing.