

## PRIMARY PURPOSE + FUNCTION

The Office Coordinator is responsible for assisting the Administrative Staff and supporting the office. Duties will include scheduling meetings, reception, corresponding with clients, tracking data, and executing the day-to-day operations of the office.

## QUALIFICATIONS + EXPERIENCE

### Required

- Minimum 1 year of previous experience in an administrative, clerical role
- Ability to speak, read and write in Spanish preferred
- Professional presentation, with excellent verbal, written, and interpersonal communication skills, and an energetic and engaging personality
- Excellent organizational skills, with accuracy and attention to detail.
- Working knowledge of Quickbooks and general budgeting principles
- Working knowledge of Google Suite, Social Media, and database management
- Demonstrated ability to handle donor interest and personal information with tact and sensitivity, in a confidential manner
- Ability to work collaboratively with a strong customer-service orientation
- Ability to set and meet realistic goals, establish work priorities, organize people and materials to reach goals, handle pressure well, and evaluate and report results
- Ability to multi-task while handling work expectations including telephone, basic office machines, reading, writing, typing, computer/data entry, and some travel
- Ability to work independently and self-directed but with an attitude of healthy interdependence on others
- Able to perform moderate physical work

## SPECIFIC RESPONSIBILITIES

- Maintains an orderly & efficient office environment including agency calendar, basic office technology, master files, databases, office supplies, & postage meter
- Maintains front desk, greets visitors, answers phones, opens & distributes mail, and provides information to guests
- Works as a liaison between Affinity Mentoring and an external financial team to ensure all bills are paid, grants are tracked, invoices are complete, and financials stay up to date
- Assures the Development Director and Bookkeeper are aware of all receivables and in-kind donations
- Collects and inputs all staff receipts and sends to the accountant
- Provide clerical support to staff, in particular, serves as the Administrative Assistant to the Executive Director and Development & Communications Director
- Manage the development database operations including: data entry, gift recording and acknowledgments, gift reporting, and regular data hygiene
- Prepare donor queries, written acknowledgement letters, and other campaign literature
- Assist with all fundraising event logistics including committee meeting agendas, venue interaction, RSVP collection and tracking, seating assignments, event follow-up, and website updates
- Prepare and execute mailings



- Assisting with other tasks and projects as they arise and are assigned by the Executive Director or Site Coordinator

#### Additional

- Support other initiatives, strategies and duties as assigned by the Executive Director
- Supervise, train, and work with interns, as requested
- Attend and actively participate in regular Admin Team Meetings
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- Attend regular individual supervisory meetings
- All teammates will regularly engage in introspection and conversation about power dynamics related to oppression and privilege, for example conversations about race, different abilities, sexual orientation, gender identity, language, country of origin, and more. Affinity Mentoring understands that we are all learning and growing, but the work we do requires us to continually engage in these conversations.
- All teammates will actively work to uphold, promote, and fulfill the mission and vision of Affinity Mentoring
  - **Our Mission is to** facilitate equitable growth in academics, social emotional skills, and self-esteem through mutually beneficial mentoring relationships. We believe in cultivating a brave space that amplifies the voices of young agents of change in a diverse and inclusive community
  - **Our vision is to** be a leading nonprofit for fostering belonging alongside young people, families, and community

#### POSITION DETAILS

<i>Team Leader:</i>	Executive Director
<i>FLSA Status:</i>	Hourly
<i>Pay Range:</i>	Starting pay range \$17 - \$19/hour
<i>Position Status:</i>	20-25 hours weekly
<i>Benefits:</i>	Retirement plan with match, Employee Assistance Program, Tuition Assistance, Professional Development Funding, and Paid Time Off

#### EQUAL OPPORTUNITY EMPLOYMENT:

Affinity Mentoring seeks to insure and provide equal opportunity for all persons seeking employment without regard to race, color, nationality, religion/culture, gender identity/expression, sex, marital status, sexual orientation, socioeconomic status, military status, or disability.

TO APPLY please send the following information to [hr@affinitymentoring.org](mailto:hr@affinitymentoring.org) by 12/13/21:

- Resume/CV
- Cover Letter