

UNITED WAY OF SOUTHWEST ALABAMA, INC.
Position Description



TITLE: Administrative Coordinator
DEPARTMENT: Administration
REPORTS TO: President/CEO

Purpose

To provide administrative support to the President/CEO, CFO and Vice Presidents.

Essential Functions

- Provide support for scheduling and coordinating Board of Trustees, committee and other meetings as requested. Develop agendas, rosters and other materials. Includes recording, compiling, transcribing and distributing minutes.
- Schedule and maintain Board, committee and other meetings as requested using Outlook.
- Handle requests for information and data.
- Support senior staff with clerical tasks, including but not limited to photocopying, mailing (including bulk mailing), faxing and phone.
- Assist senior staff with travel arrangements upon request.
- Pick up, distribute and drop off mail daily; attend to any additional mail related business at post office, and receive and process/distribute all incoming mail.
- Ensure operation of office equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; and evaluating new equipment and techniques.
- Serve as contact person for Boise Cascade's donation of paper to United Way and coordinate pickup.
- Propose ideas to make office operations more efficient and effective.
- Maintain Flex Credit Reports with United Way of America.
- Order and prepare get well, sympathy and birthday cards for Board, staff and others upon request.
- Manage and coordinate coverage of office telephone system and doors.
- Perform other duties as assigned.

Skills, Knowledge and Abilities: (These are required to enable job holder to perform the essential functions of the job.) The person must be able to or must have:

- Use general office equipment including computer, telephone, calculator, and fax, copy and postage machine.
- Proficient in Microsoft Office, especially Outlook, Word and Excel. Must be a touch-typist (minimum of 35 WPM).

- Excellent problem solving and people skills.
- Take initiative and work with little supervision.
- Understand and communicate the mission of the United Way to the general public.
- Possess superior organizational and communication skills. Accuracy is essential.
- Maintain confidentiality.
- Proficiently read, write and communicate clearly in English.
- Maintain an effective working relationship with coworkers.
- Be able to function in a hectic work environment with occasional periods of stress.
- Must be able to work a flexible schedule.

Physical Demands (sitting, standing, traveling, etc.)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The UWSWA will make every effort to provide a safe and comfortable environment for all their employees to work in. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may be seated for periods of time while performing the duties of this position, but walking and standing for long periods of time are also required. Regularly uses hands to write, type, key and handle or feel small office equipment, controls and objects. The employee must frequently talk, hear, and effectively communicate with staff, volunteers and the general public, as well as have the ability to lift up to 25 lbs.

Some travel will be required within the service area to assist in fulfilling all job duties and the mission organization. The employee must be able to physically drive or travel in a vehicle within the service area, as needed.

Experience and Education Requirements

High school diploma or GED required. Minimum of three years of administrative experience. Exceptional typing skills and proficiency in Word, Excel and Outlook.