



HCEF Administrative Coordinator

FLSA Status: FULL-TIME EXEMPT
Revision Date: September 2023
Reports to: CEO
Title(s) of Direct Reports: Receptionist

Salary Range: \$50,000 – \$55,000

Work Environment: Works in a typical office setting with no exposure to adverse environmental conditions. 1) Frequently required to work at a fast pace; 2) Requires considerable concentration and creativity; 3) Weekend and evening work required, as needed; 4) Access to vehicle for travel, as needed; 5) Hybrid work schedule

Position Summary:

The Administrative Coordinator is responsible for operational needs, including administrative support for the Homeless Children's Education Fund. The Administrative Coordinator collaborates with the Chief Executive Officer (CEO) to provide leadership in developing and executing organizational strategies and policies: business office policies, procedures and programs; human resources administrative programs; program planning and execution; budgeting. The Administrative Coordinator is responsible for supporting the organization's staff and Board of Trustees in executing all organizational and administrative activities.

Administrative Coordinator Principal Duties:

Administration

- In coordination with the CEO, helps to oversee the work of employees to ensure they work productively, meet deadlines and stay within budget
- Works with CEO to review all contracts and manage all office contracts and equipment
- Selects and oversees all IT and computer support, purchasing, office equipment, property management and maintenance companies providing services to HCEF, to make sure that the office runs smoothly and is clean and safe
- Coordinates/maintains office calendars and assist with staff, CEO, and Board agendas, minutes, scheduling and orientations
- Prioritizes and manages multiple projects simultaneously and follows through on issues in a timely manner as directed by the CEO

Finance

- Coordinates with the CEO, Accountant and Controller to reconcile accounts payable and receivable.
- Responsible for essential tasks relating to Accounts Payable and Accounts Receivable in accordance with HCEF's accounting policies and procedures. This includes coding all income and expenses by GL account, cost center and funding source ensuring the accuracy and

timely completion of transactions.

Fundraising

- Supports grants processing including tracking and updating progress on grants
- Participate in fundraising activities, as requested by the CEO

Policy Volunteers

- Coordinates with the CEO and Board Chair to coordinate and produce agendas and materials for board meetings, annual board orientation and other board-related meetings/gatherings
- Manages and coordinates activities and meetings of the Board of Trustees and its committees
- Composes, from notes or conversations, confidential correspondence for the CEO, and Board of Trustees and finalizes meeting minutes and action plans
- Maintains up-to-date board and committees directories and lists

Human Resources

- Manages all human resources administrative functions, e.g., payroll processing, benefit enrollment, and record updating/maintenance; answers questions from applicants and employees relative to standard policies, benefits, time off programs, hiring processing, onboarding/orientation, etc.

Education/Experience/Certifications:

- Bachelor's degree preferred
- Minimum 3 - 5 years' operations/administrative experience, preferably in a nonprofit environment.
- Minimum five (5) years' experience in office management, executive support and office administration required
- Valid PA driver's license and clean driving record is required

Other Skills/Abilities:

- Ability to establish and maintain effective relationships with key internal and external clients and diverse groups of community members
- Exemplary oral and written communication skills
- Excellent planning, data management, and organizational skills
- Ability to pivot and focus on differing priorities in an evolving work environment
- Strong initiative and independent judgment, decision-making, and problem-solving skills
- Ability to work independently, with discretion, and within deadlines
- Commitment to racial and social justice, equity, and inclusivity
- Present a professional executive presence with in-depth office management and administrative skills
- Excellent computer skills, including the ability to troubleshoot technical issues
- A passion for customer service and a craving to work in a fast paced/high volume environment
- Ability to work within a team; go-getter with a growth-mindset; takes initiative

- Ability to prioritize, multi-task and plan work activities effectively
- Previous accounts receivable/payable and payroll experience is preferred
- Proficient in using Microsoft Office, (Outlook, Word, Excel, PowerPoint)

Note: *This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*