

Alice Aycock Poe Center for Health Education

Job Description

Position: **Administrative Coordinator**

Reports To: **Executive Director**

Position Summary:

The Administrative Coordinator provides support for the Executive Director, Board of Directors and other members of staff. The Administrative Coordinator plays a prominent role in the day-to-day operations of the Poe Center and is expected to maintain a high level of professionalism as they deal with visitors, donors, school groups and the Board of Directors.

Qualification Requirements:

- BA or BS degree
- Minimum of two years experience
- Superior computer skills, especially with Microsoft Word, Excel, PowerPoint and Outlook
- Strong organizational and interpersonal communication skills
- Ability to work independently and as part of a team

Major Duties and Responsibilities:

- Daily preparation to receive groups for educational programming including tasks such as: unlocking PlayWELL Park, updating the visitor board, readying supplemental packets for teachers and other tasks based on the groups arriving.
- Provide telephone coverage.
- Prepare and disseminate Board agendas, minutes and reports.
- Assist in preparations for Poe Center events, meetings and programs.
- Take minutes for the Executive Committee, Board of Directors and any other meetings as requested.
- Collect data and prepare reports for the Executive Director, Finance Manager and the Board of Directors.
- Update and maintain the board orientation manual.
- Assist Executive Director and Finance Manager with new employee files and orientation.
- Purchase and inventory office supplies.
- Contact operation vendors as needed (i.e. plumber, janitorial, copier maintenance).
- Process daily mail, including donations and payments as they are received.
- Schedule rental/usage of Board Room, atrium or theaters. Help with physical setup of chairs, tables, podium, etc.
- Provide other administrative assistance to staff as requested.