

## **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 and customer service 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 Google docs.
- 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.
- Attend and take minutes for the designated staff meetings.
- Collect data and prepare reports for the Executive Director, Finance Director and the Board of Directors.
- Update and maintain the board orientation manual.
- Assist Executive Director and Finance Director with new employee files and orientation.
- Purchase and inventory office supplies.
- Contact operation vendors as needed (i.e. plumber, janitorial, copier maintenance).
- Updates and maintains the Maintenance and Operations Manual in collaboration with the ED and Sr. Director of Educational Programming.
- Point person for the day-to-day maintenance and operations of the facility
- Process daily mail, including donations and payments as they are received.
- Assists and monitors the work of volunteers under the direction of the Sr. Director of Educational Programming.
- Provide information to the Scheduling Coordinator on scheduling rental/usage of Board Room, atrium or theaters. Help with physical setup of chairs, tables, podium, etc.
- Provide other administrative assistance to staff as needed.