Alice Aycock Poe Center for Health Education

Job Description

Position: Administrative Coordinator

Type: Full Time, Onsite, 40-Hours per week with benefits

Reports To: Scheduling/Operations Director

Apply: Interested candidates should send a resume and cover letter to Amanda Bodenheimer; a.bodenheimer@poehealth.org

Application Deadline: Open until filled

Position Summary:
The Administrative Coordinator (AC) works directly with on-site schools and other groups that come to the Poe Center for programming. The AC provides support for the Executive Director, Board of Directors, Scheduling/Operations Director (S/OD), and other members of staff. The AC 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 work with visitors, donors, vendors, school groups, and the Board of Directors.

Qualification Requirements:
● Associates degree or higher
● Minimum of two years experience preferred
● Ability to work effectively as a flexible team member
● Ability to successfully work in a diverse workforce
● Strong commitment to the Poe Center mission and values
● Demonstrates excellence in written, oral, and interpersonal communication skills
● Mastery of the Microsoft Office software systems and G-Suite required

Major Duties and Responsibilities:
● Daily preparation to receive groups for educational programming including tasks such as: unlocking PlayWELL Park, updating the visitor board, readying evaluations and marketing folders for teachers and other tasks based on the groups arriving.
● Daily inspection of the facility for any changes that may have occurred overnight that needs attention. Report to S/OD or appropriate staff listed on the facility document.
● Provide telephone coverage and front door access.
● Prepare, print, copy, and disseminate internal and external communication.
● Provide administrative support for the Board of Directors including preparing and disseminating Board agendas, minutes, and reports.
● Update and maintain the board orientation manual.
● Contact schools/groups to confirm online and onsite visits prior to programming. Disseminate links for online programs as needed.
● Email 6-week evaluations to teachers who have received Poe Center programming.
● Coordinate the collection of data from participating schools on outcome data and other data, in coordination with the Development/Data Senior Specialist.
● Create and disseminate bi-monthly Board Blast newsletter using iContact.
● Maintain contact list in iContact.
● Assist in preparations for Poe Center events, meetings, and programs (including social media) physical setup, and communication to internal and external stakeholders. Manage EventBrite as needed.
● Attend and 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 Sr. Specialist, and the Board of Directors.
● Assist Executive Director and Finance Sr. Specialist with new employee files and orientation.
● Inventory and purchase office supplies.
● Process daily mail, including donations and payments as they are received.
● Assist and monitor the work of volunteers under the direction of the S/OD and Volunteer Coordinator. Maintain the spreadsheet with tasks for volunteers.
● Provide information to the S/OD on scheduling rental/usage of Board Room, atrium or theaters. Help with physical setup of chairs, tables, podium, etc.
● Manage usage of meeting supplies and equipment inventory (tablecloths, tables, etc.) and procedure.
● Participate as a team member on the Safety Team, including Safety Team meetings.
● Responsible for maintenance of office equipment including laminator and copiers.
● Provide other administrative assistance to staff as needed.

Other Duties and Responsibilities:
● Promote the mission and goals of the Poe Center through outreach efforts in the community and during on-site tours and program promotions.
● Other assignments as directed by your supervisor.