



JOB DESCRIPTION

<u>TITLE:</u>	Administrative Coordinator
<u>CATEGORY/DEPT:</u>	Administration
<u>REPORTS TO:</u>	Operations & Volunteer Manager
<u>REPORTING STAFF:</u>	None
<u>STATUS:</u>	Non-Exempt

AGENCY OVERVIEW:

Allies for Every Child (Allies) (formerly known as Westside Children's Center) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, Allies has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

The Administrative Coordinator is responsible for a wide range of office, information technology, phone services and day-to-day administrative support including greeting and assisting visitors, clients and staff in face to face interactions or by telephone, serving as the first point of contact. This position also performs general clerical support such as filing, mailing distribution, phone support, data entry, basic document creation and supports program needs for Prevention and Aftercare, Resource Family Approval, Infant Mental Health and other programs as needed. Further assists and directs visitors and clients as they arrive as well as respond to questions and requests via phone, in-person, fax, or email to support the general office/ department workflow.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of clerical tasks including assembling and labeling files, packets and binders, scheduling interviews for open positions, document revision, helping track and complete paperwork required for billing as needed. Assist with general organizational or computer-based projects including data entry. Update ClickSend emergency contact system as needed for drills and/or emergencies
- Assist with organizing events, including but not limited to reserving conference space; ordering food; creating fliers; printing sign-up sheets; assembling participant packets; managing RSVPs/reminders; coordinating with external trainers/entertainment, preparing check requests, tracking evaluations, etc.
- Act as liaison for agency-wide information technology (IT) services including managing IT contract, phone services, email, computer services and equipment
- Provide support for new hire equipment set-up, office supplies, keys, and business cards as needed
- Timestamp and distribute all incoming mail, transport mail and interoffice communications to and from the Allies Slauson, Wagner, and Broadway offices, create postage for outgoing mail, update postage logs for finance. Process all checks that come in, including parent fees and donations. Create/mail parent receipt letters
- Provide support for office supplies orders, equipment, and material for all Allies locations as needed. Maintain inventory of general office supplies and kitchen items. Acquire, distribute and store supplies. Restock supplies in common areas as needed
- Regularly check and monitor fax and copy machines to ensure they are functional for staff use; shred documents as appropriate/needed
- Coordinate building facilities requests and monitor the facility to ensure that it remains safe, secure, and well maintained
- Maintain staff and client confidentiality, HIPAA compliance and appropriate boundaries with all families
- Be punctual, present, and professional during work hours
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to

carry out or assist with other tasks in addition to the duties listed on this job description.

- Staff must believe in and act in accordance with both the Agency's and the program's mission/vision statements, adopted theoretical frameworks, and philosophy.

QUALIFICATIONS & EDUCATION:

- High school diploma, AA/BA preferred
- Bilingual in English/Spanish - speaking and in writing preferred
- Knowledge of administrative and clerical procedures
- Knowledge of advanced information technology systems, computer and relevant software applications
- Strong time management skills required
- Knowledge of customer service principles and practices
- Pleasant, professional speaking manner on the phone and office experience
- Professional personal presentation
- Strong organization and planning skills required
- Basic computer skills required
- Demonstrated leadership skills required
- Ability to work collaboratively with diverse clients and colleagues
- Experience using electronic data collection systems
- Customer service orientation
- Gives close attention to detail
- Takes initiative
- Dependable and reliable
- Able to thrive in a fast-paced environment
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza (can decline)
- Class "C" driver's license, proof of insurance, access to reliable transportation required, and insurable under Westside Children's Center vehicle insurance policy

FOR CONSIDERATION: Send cover letter and resume to humanresources@alliesforeverychild.org

Full benefits package offered including 100% employer contribution to: Health - Kaiser or Anthem, Dental, Vision; 401k with employer match; Employee Assistance Program, Professional Development, 12 paid holidays, sick leave, vacation, and 2 personal days for anniversary of employment and birthday.

Allies for Every Child actively seeks candidates who reflect the rich diversity of the communities that we serve. We are committed to a work environment that embraces and promotes individuality and inclusion. We believe that diversity and inclusion of varied perspectives, backgrounds, and life experiences is essential to our organization's effectiveness, and allows us to serve our clients in the respectful, responsive, and understanding way that they deserve. We define diversity in broad terms to include race, ethnicity, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.



Allies for Every Child has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.