



## **Administrative Coordinator Job Description -PEATC**

The Administrative Coordinator initiates, manages, and carries to completion clerical, secretarial, and administrative activities. Responsible for managing general office communications including; phone, e-mail, fax, including some website administration. A vital member of a hard-working team committed to excellence in training parents in their roles as partners in education, under the supervision of the Deputy Director. This position works in a dynamic team environment.

### **Preferred Experience:**

- Excellent proofreading abilities
- Effective human relations skills
- Ability to communicate clearly
- Ability to respond to staff requests for assistance in a timely manner and meet required deadlines
- Data entry accuracy
- Detail oriented
- Proficient in grammar and written business communication
- Proficiency in all Microsoft Office applications
- PC systems administration skills
- Ability to move objects weighing up to 40 pounds
- Driver's License, an automobile, proof of automobile insurance and ability to travel locally for work-related errands

### **Preferred Education**

Bachelor's Degree required. Experience may be substituted for academic preparation

### **Responsibilities:**

#### ***General Office Duties***

- Use the computer for all Microsoft programs, including Outlook for email
- Type letters, reports, proposals, and training materials
- Establish and maintain filing system
- Send out information packets and other materials
- Maintain inventory of PEATC products
- Maintain inventory of office supplies, order and restock supplies as needed
- Assist staff in reproducing, packaging, and organizing materials for distribution
- Maintain office procedure guide
- Maintain list of participants for PEATC events and send reminders prior to event
- Log in all checks and cash received, record deposits in cash book, and handle other financial matters as assigned
- Keep donor records and ensure thank-you letters go out in a timely manner
- Ensure that all bills are paid before the due date
- Provide support for trainings, workshops, board meetings and other PEATC functions
- Perform other duties as assigned



### **Communication**

- Answering incoming phone calls; handle routine, non-technical calls; relay other calls to appropriate staff members or take messages
- Manage incoming and outgoing mail, e-mail and faxes
- Manage schedules of office staff

### **Characteristics, Knowledge, Skills and Abilities**

- Ability to communicate clearly and concisely, both orally and in writing
- Proficient in PC-based computer skills, including use of email, Internet, Microsoft Office programs: Outlook, Word, Excel, and PowerPoint
- Excellent organizational, problem-solving skills and willingness to learn
- Ability to work both independently and as part of a team in a fast-paced environment
- Driver's License, an automobile, proof of automobile insurance and ability to travel throughout the state
- Available to work some evening and weekend hours including occasional overnight stays out of town

**Salary Range:** \$15.00/hr - \$20/hr for full-time employment

\*As an equal opportunity employer, PEATC believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, PEATC's employment decisions and practices will not be influenced or affected by race, color, creed, religion, national origin, ancestry, citizenship, sex, marital status, veteran status, disability, age or any other characteristic protected by law.