

# Children's Advocacy Center Job Description

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**Position Title:** Office Coordinator

**Reports to:** Director of Finance

**Position Description:** This position provides secretarial and clerical support, as well as administrative support for the Executive Director as needed, in order to ensure municipal services are provided in an effective and efficient manner. This position serves clients, professionals from other agencies and visitors by greeting, welcoming, and directing them appropriately. Oversees Emergency meal-kit/food distribution to clients in need as well as tracks data pertaining to this program and administers follow-up/evaluation with clients.

**Responsibilities** (may include but are not limited to):

- Maintain office supplies by checking inventory and order items including, but not limited to, ordering office supplies, name tags, business cards, nameplates
- Maintain printers and report problems in coordination with Director of IT
- Generate memos, emails and reports when appropriate
- Track birthdays/hire dates/anniversary dates
- Managing phone calls and messages for Executive Director
- Prioritize and distribute mail to team
- Schedule meetings, and maintain Executive Director's calendar as needed
- Prepare agendas or other documentation as needed by Executive Director
- Perform other duties as required by Executive Director
- Answer door: meet and greet clients and visitors
- Field incoming calls and messages to appropriate staff members
- Maintain staff directory
- Maintain common areas including, but not limited to, break room, empty the dishwasher, conference room, stocking refrigerators, snack cabinets, and routinely disinfect waiting rooms.
- Assist with meeting preparation for all Administrative needs including but not limited to catering and room arrangement
- Coordinate conference room scheduling
- Assist with special projects and mailings
- Maintain security and confidentiality of all CAC visitors
- Coordinate all maintenance needs
- Oversee Children's Cupboard: place food orders; pick up food orders; stock; distribute; track; work with Director of Finance on United Way grant reporting
- Perform other related duties as requested by administrative staff

CAC Core Values: Compassion, Teamwork, Excellence, Integrity and Humility  
Mission: Empowering Children to find their Voice  
Vision: Eliminate Child Abuse

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**Qualifications and Skills:** High School diploma minimum; individual must possess professional written and telephone skills; competency with computer and Microsoft Office; ability to multi-task, prioritize and complete independent activities; decision making skills and ability to handle stressful situations. Must have the ability to communicate well through writing skills, good grammar/proofreading skills; ability to construct correspondence and letter formats; ability to interpret written and oral instructions; strong organizational skills. The position also requires a close working relationship with the Executive Director on short-term special projects as needed. Maintain effective and harmonious working relationships with clients, co-workers, other agency members and the public; a sensitivity and passion for children and working with families plus have own transportation. Bilingual skill in Spanish is preferred, but not required.

**Salary Range:** \$12 an hour for 30 hours per week – 8:00 am to 12:00 pm and 1:00 to 3:00 pm with a lunch break from 12:00 to 1:00 pm.

**Hire Date:**

**Exemption Status:** Non-exempt