



CHILDREN'S ADVOCACY CENTER
OF BENTON COUNTY

Job Description

Position Title: Office Coordinator

Reports to: Director of Finance

Position Description: To provide secretarial, clerical and administrative support in order to ensure that 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.

Responsibilities (may include but are not limited to):

- Maintain office supplies by checking inventory and ordering items including, but not limited to, ordering office supplies, name tags, nameplates
- Maintain printers and report problems in coordination with Director of Administration
- Generate memos, emails and reports when appropriate
- Track birthdays/hire dates/anniversary dates; manage cards and staff updates and reminders – including staff meeting agenda
- Managing phone calls and messages for Executive Director and team
- Prioritize and distribute mail to team
- Perform other duties as required by Executive Director and Director of Finance
- Manage all incoming individuals by welcoming them at the door and guiding them based on the nature of their visit.
- Check in and out all clients receiving initial services, when possible.
- 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; order/pick up items as needed for stocking
- 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; also stock snacks for advocacy and mental health
- Perform other related duties as requested by administrative staff

CAC Core Values: Compassion, Teamwork, Excellence, Integrity, Humility and Service

Mission: Empowering Children to Find Their Voice

Vision: Eliminate Child Abuse



CHILDREN'S ADVOCACY CENTER
OF BENTON COUNTY

Job Description

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 40 hours per week – 8:00 am to 12:00 pm and 1:00 pm to 5:00 pm with a lunch break from 12:00 to 1:00 pm.

Exemption Status: Non-exempt