



CHILDREN'S ADVOCACY CENTER OF BENTON COUNTY

Job Description

Position Title: Office Coordinator

Reports to: Director of Operations

Position Description: To provide administrative support to ensure that services are provided in an effective and efficient manner. This position serves clients, professionals from other agencies and visitors by welcoming, directing, and managing them appropriately based on the nature of their visit.

Responsibilities (may include but are not limited to):

- Manage scheduling for forensic and clinical services
- Maintain office supplies
- Maintain printers and problems in coordination with Director of Finance
- Generate memos, emails and reports when appropriate
- Track and oversee staff milestones
- Prioritize and distribute mail to team
- Field incoming calls and messages to appropriate staff members
- Maintain staff directory
- Assist with meeting preparation for all administrative needs
- Coordinate conference room scheduling
- Assist with special projects and mailings
- Coordinate all maintenance needs
- Perform other related duties as requested by administrative staff

Qualifications and Skills: High School diploma minimum; 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. 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: Commensurate with experience

Exemption Status: Non-exempt