



OFFICE COORDINATOR

The Office Coordinator works closely with all staff to maintain and improve administrative and operational systems. They are the key administrative support for building officer, in addition to managing the overall flow of the client experience.

Reports to: Building Officer

Supervise: No direct reports.

DUTIES

- Supports care team staff in making sure they have everything they need to do their job effectively and meet all deadlines.
- Manage information flow and all support systems for clients care to ensure high-quality delivery and engagement.
- Support systems and processes that ensure every department meets its expectations.
- Support audits and accountabilities for client services agency-wide.
- Creates tools and guides that support leadership in achieving balance between high support (care, trust, recognition) and high challenge (accountability, feedback, excellence).
- Support onboarding to ensure that new hires are trained in basic operations.
- Support the building officer in administrative tasks and reports.
- Supports the Executive Director in showcasing internal culture stories that highlight care, growth, and excellence.
- Create a culture of care and calm under pressure.
- Maintain accuracy in EKYROS. This includes relaying statistics and related trends, needs, or concerns to building officer.
- Follow the ongoing model of continuous delivery (development, integration, testing, deployment, monitoring, feedback) to ensure that we are always expanding and improving how we serve our clients.
- Maintain an understanding of principles, practices, and service systems.
- Build relationships with other agencies and community partners through role of reception (i.e. doulas, mentoring moms' programs, volunteer opportunities, partner employers, adoption agencies, pregnancy help centers, schools, counselors, juvenile court officers, Dept. of Human Services, etc.).

- Support the building officer in creating processes to meet deadlines related to building process, reception, scheduling, and administrative tasks.
- Central reception and scheduling for designated building.
- Support the cleaning schedule and processing of all donations.
- Strong writing and editing skills to support administrative tasks.

EXPERIENCE

- Associate's in business, executive assistant, or office administration.
- 2 years of paid experience in administration.

QUALIFICATIONS

- Microsoft suites, Word, and Excel a must. Graphic design software preferred.
- Process and detailed orientated
- Working Genuis skills of Enablement and Tenacity
- Strong advocate for the sanctity of life issues
- Possesses Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment to a local church
- Ability to communicate effectively with people of diverse socio-economic backgrounds
- Ability to engage with pastors and churches at all levels
- Ability to function well in a team environment
- Ability to manage confidential information
- Ability to write and edit clear and concise reports, letters, and memos

Starting date: Effective on (DATE)

Starting wages: Compensation is negotiable based on experience.

Job hours: This position is projected to be 35 hours a week M-W 8-4, TH 8-7 with occasional evening as designated.

Confidentiality: This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.

Signature of Office Coordinator

Date

Signature of Executive Director

Date