



Job Title: Office Coordinator (Full Time, Non-Exempt) for Clifton Park Administrative Office

Program: Administration

Reports to: Associate Executive Director

Job Category: Coordinator/Case Manager

Responsible for assisting and supporting the planning and execution of the organization's programs or a specific program. Provides general administrative support to these programs. Engaged in program client communications. May include responsibility for maintenance and physical plant operations and vehicles. Works with volunteers to accomplish tasks.

Hiring Range: \$14.87 - \$17.00/hour

Job Summary:

As receptionist, functions as the primary greeter at the Clifton Park (CP) office; both in person and on the phone. Provides office management/coordination, purchasing, clerical support to executive staff, program support for all programs, and oversight of the Community Work Service, Bike Works, Back to School Supplies, Coats for CAPTAIN, Adopt-a-Family, and Toy Shop.

Duties and Responsibilities:

- Answers phones, maintains voice mail and greets visitors.
- Responsible for checking general voice mail box and email inbox. Respond and forward messages as needed.
- Forwards (PM) and pulls (AM) phones to/from answering service, retrieve and distribute all messages and faxes.
- Maintains phones, faxes, copier, postage meter and liaison with computer Technician and IT Technician.
- Sends out, retrieves and distributes mail.
- Maintains key inventory.
- Records log of Daily Cash Received.
- Assists with Accounts Payable record keeping as needed.
- Develops and maintains databases and reports for donated items.
- Maintains Food Pantry database.
- Generates and mails acknowledgement letters for all gifts/donations received.
- Facilitates use of Food Pantry and Holiday programs.
- Maintains company vehicles and log usage reports.
- Orders office and program supplies.
- Performs general office duties such as typing and filing for Executive Staff.
- Records, types and distributes minutes of staff meetings.
- Responsible for scheduling and recording facility use by others.
- Maintains orderly and clean office environment.

- Accepts applications and payments for Community Work Service Program. Ensures that program participants are involved in meaningful work and fulfill their hours.
- Manages the Back to School, Coats for CAPTAIN, Adopt-a-Family, Toy Shop, and Bike Works Programs under the direction of the Associate Executive Director.
- Completes and documents a minimum of 10 hours of job-related training per year.

Skills Required to Perform the Job:

- Ability to work with a diverse group of people in a professional manner and function as part of a team.
- Pleasant and respectful demeanor.
- Ability to organize and prioritize work.
- Ability to handle multiple phone lines.
- Ability to lift and carry a maximum of 50 pounds.
- Working knowledge of Microsoft Office and the internet.

Qualifications:

- High School Diploma or equivalency.
- 1 year minimum secretarial experience.
- Notary Public Certification preferred.

Employer Disclaimer:

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their director supervisor.
- This job description does not create an employment contract, implied or other than an “at will” employment relationship.

**PLEASE SEND RESUME AND COVER LETTER AND RESUME TO
ANDY@CAPTAINCARES.ORG.**

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