

## Job Description

**Position Title:** Office Coordinator  
**Reports To:** Senior Director  
**Status:** Part Time, Non-Exempt  
**Compensation:** \$18 - \$20/hour depending on experience

### Position Summary:

The Office Coordinator provides administrative support to ensure the business of Community Matters runs smoothly.

### Key Responsibilities:

- Provides excellent customer service to internal and external customers via phone, e-mail and in person, supporting client/staff needs in a timely, friendly, efficient manner.
- Performs assigned clerical duties such as filing, data entry, record keeping, and more.
- Performs reception duties including answering phones, routing calls, in person reception and mail distribution.
- Tracks registration and contracts for CM events and activities.
- Creates and maintains grant and funder files.
- Coordinates and tracks conference proposals and presentations.
- Books travel arrangements for staff, as appropriate.
- Monitors and maintains cleanliness and organization of common work areas such as reception area, kitchen, storage and printer area.
- Works closely with Operations Manager to ensure office supplies and equipment are stocked, organized and in working order.
- Assists the Operations Manager with printing and shipping needs.
- Provides administrative support for the CEO, Directors, Managers and CM team as appropriate.
- Perform the functions related to the data collection process to ensure grant schools are providing data as per the grant requirements.
- Compiles reports related to data collection efforts.
- Additional duties as requested.

### Minimum Qualifications:

- Ability to represent Community Matters in a friendly, positive manner and build relationships with internal and external customers.
- Ability to work in a fast-paced, open office, and evolving work environment.
- Computer literacy, including proficiency in Microsoft Office 365 (Word; Excel; Power Point), Filemaker or other database.
- Excellent time management skills.
- Ability to follow directions, prioritize workload and seek help/guidance when needed.
- Ability to sit for long periods of time.
- Ability to work on a computer for up to 8 hours per day.

Please submit the following to [team@community-matters.org](mailto:team@community-matters.org)

- Cover letter clearly stating applicant's interest and suitability for the position of Part Time Office Coordinator. Please be sure to name the position title.
- Resume, including 2 professional references with contact information

No phone calls or visits please. Position will remain open until filled.

Community Matters mission is to equip and empower youth and adults to create schools and communities that are safe, welcoming and inclusive. We are a proud equal opportunity employer building a diverse, talented team that represents the communities we serve. We look forward to hearing from you and learning more about your interest in working for our organization.