

## JOB DESCRIPTION

<b>Position Title:</b>	ADMINISTRATIVE COORDINATOR/MANAGER
<b>Reports To:</b>	Chief Executive Officer (CEO)
<b>Customary Work Hours:</b>	100% Full-time (M-F; 10am – 6pm)
<b>Salary:</b>	\$55,000 - \$65,000/year (2-year commitment; DOE)
<b>Benefits:</b>	Health, Dental, Vision Insurance, Vacation, Paid Holidays, and Sick Days

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**SUMMARY:** Under the supervision of the Chief Executive Officer, California Black Women's Health Project is hiring an Administrative Coordinator to provide office management, administrative coordination, and executive level support to the CEO.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities of the position include the following: highly skilled office and administrative support including communications, document tracking, calendar, workflow, and data management for the California Black Women's Health Project. Other related duties may be assigned or required, including but not limited to the following:

**Finance:** Basic Financial statements and bank reconciliation in coordination with outside accountant; Time sheet accounting and payroll; Accounts payable and receivable; Actively assist in preparing the yearly budget and the annual audit. Conduct monthly credit card statement reconciliation and submission. Oversees/Processes staff expenses reimbursement for program and travel advances. Compiles backup, routes for signature, and delivers/mails/emails CABWHP invoices to funders as requested.

**Facilities and Purchasing:** Manage vendor and contractor relationships; Maintain records of capital equipment, leases, and contracts; Act as liaison to facility/building staff and management; Purchase goods and services within budgetary guidelines; Update, renew, and maintain all insurance policies and related records. Coordinates primary purchasing to secure goods, supplies, & services; maintain vendor and account relations; reconciling credits/debits and invoice corrections and processes invoices for payment; conducts product research and reports findings that yield cost-savings or improve operations.

**Human Resources Support:** Track employee benefits, compensation plan and procedures, and answer related questions; Maintain employee files, assist in onboarding new staff, and ensure timely planning and assistance with staff evaluations; Maintain the employee handbook and other written administrative policies and procedures, including maintaining the template library of internal and external organizational documents.

**Volunteer Supervision Support:** Indirectly supervise organization Volunteers; Coordinate the office workflow in consultation with the management team. Provide feedback, accountability, and development opportunities for Volunteer reports.

All duties and responsibilities are to be performed accurately, efficiently, within organizational standards and within specified time frames.

The ideal candidate will demonstrate:

Highly confidential engagement.	Excellent writing & editing skills.
Strong motivation and professionalism.	Excellent follow-through & communications skills.
Ability to stay on task and deliver within deadlines.	Creative, critical, and strategic thinking ability.
Good judgement and skill at establishing effective working relationships with varying personalities.	Strong ability to juggle multiple competing priorities.
Strong interest in being part of a dynamic organization & team committed to service, to Black women, families & communities, and health equity.	

Duties will include, but are not limited to the following:

Plans and monitors projects from start to finish (anticipates needs based on experience)

Has solid understanding of basic media, creative and accounting practices.

Participates in and documents discussions during client meetings and conference calls.

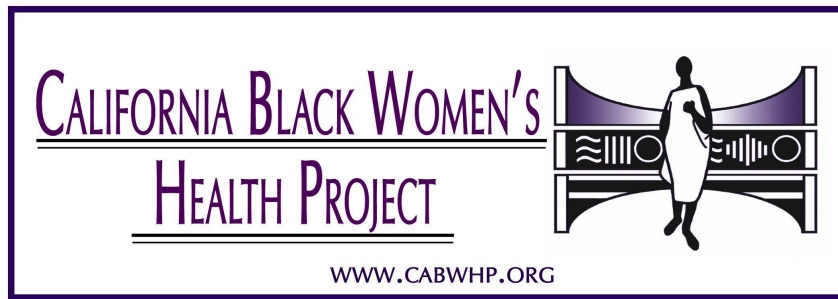
Drafts account service-related documents such as meeting agendas, status reports, proposals and other client communications and correspondence.

Participates in planning, creating, communicating, and evaluating outreach campaigns.

Supports new business efforts, including basic proposal writing and research/identification of new business prospects.

Performs a variety of basic & advanced level administrative tasks.

1. Manage data entry and tracking of program participants, partners, events and activities.
2. Update and maintain the CABWHP files, ensuring that filing is completed and kept in neat, orderly manner.
3. Create and modify documents using Microsoft Office Suite & other computer software.
4. Monitor telephones, provide good customer service, and ensure accurate message taking and timely distribution to staff.
5. Provide mail, email and telephone correspondence and communication with clients, providers, and agencies according to CABWHP procedures and protocols.
6. Meet, greet, and assist participants and guests.
7. Support all staff in assigned project-based work.
8. Perform general management of record maintenance, organization calendar, and scheduling.
9. Maintain and replenish office supplies and office equipment inventory, place orders, confirm receipt and store in appropriate location.



10. Maintain hard copy and electronic filing system.
11. Maintain accurate copies of files/logs of all stored materials for easy reference.
12. Provide administrative support for CABWHP solicitation and fundraising efforts. This may include researching potential sponsors, submitting letters of inquiry, making follow-up phone calls and coordinating process to receive donations. Also includes maintaining documentation of items received.
13. Set up and coordinate meetings and conferences.
14. Complete Daily and Monthly reports as required.
15. Encourage participation in CABWHP events and activities.

## QUALIFICATIONS/REQUIREMENTS

### **Educational and Employment Experience:**

1. Bachelor's degree required.
2. Must have a minimum of three years of executive level office experience.
3. Must be computer/internet literate.
4. Ability to use PC and Microsoft Office Software (Word, Excel, PowerPoint)
5. Must be knowledgeable of general office procedures and protocol.
6. Ability to produce a variety of charts, graphs, tracking documents, and forms.
7. A knowledge of and commitment to serve communities of color, especially Black/African American individuals and communities.

### **Skills/Abilities:**

1. Effective oral and written communication skills
2. Good front office skills
3. Good interpersonal skills
4. Strong organization skills
5. Ability to multi-task
6. Effective team player

To apply for this position, please submit a cover letter, writing sample and resume to [wellwoman@cabwhp.org](mailto:wellwoman@cabwhp.org) with the subject line "First Name, Last Name, Position Title." Application review starts immediately and interviews will be conducted on a rolling basis until the position is filled. CABWHP is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

### ***California Black Women's Health Project is an equal opportunity employer.***

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management reserves the sole right to modify this job description at any time. Nothing in this job description is intended to create a contract of employment of any type. Employment with California Black Women's Health Project ("CABWHP") is strictly on an at-will basis.