**Vincent Village Job Description**

Vincent Villageprovides shelter, care, advocacy, affordable housing, and support services for families experiencing homelessness, as these families build strength and strive to become independent, productive members of the community.

Title: **Administrative Coordinator**

Responsible to: **Executive Team**

Employment Status: **Full Time**

Position Objective: To assist the Executive Director, the Director of Resource Development and the Office Manager with daily administrative and operational tasks and projects.

Responsible for: Provide a wide range of administrative and project support across the Vincent Village leadership team.

**Qualifications, Skills, and Abilities required:**

1. At least 2 years of administrative, project management, and/or relevant work experience
2. Excellent oral and written communication skills.
3. Proficiency in a variety of computer applications, Advanced knowledge of Word and Excel. (*helpful but not necessary: experience with* Google G Suite, CRM systems, Canva).
4. Willingness to engage with diverse residents in a positive and supportive manner.
5. Rapid comprehension and ability to quickly learn policies and procedures for a multi-faceted organization and compliance requirements for a variety of resources.
6. Standard office activity associated with attending meetings within the organization and meeting external constituents, lifting objects in an office context, and ability to climb stairs or walk moderate distances. Extended periods of time working on the PC.
7. Demonstrates superior customer service with internal and external customers. Must be able to respond to all inquiries in a timely, tactful, and professional manner.
8. Ability to manage multiple tasks and ensure completion of all components, requiring excellent organizational skills and the ability to ask for guidance when needed.
9. A self-starter who independently solves routine problems that come up and selects solutions from a variety of established standards or procedures, or suggests new solutions.
10. Adaptability, including teamwork and flexibility, needed to fulfill job responsibilities, adapting to changes in work environment and accepting supervisory feedback.
11. Takes initiative, can operate in a fast-paced environment with competing demands. Ability to be resourceful and willing to try and learn.
12. Exceptional attention to detail.
13. Ability to meet deadlines.
14. Knowledge of and sensitivity to different racial/ethnic and socioeconomic backgrounds, and people with different gender identities, cultural differences and disabilities.
15. Ability to handle confidential information with discretion.

**Summary of essential job functions:**

In this role we are looking for someone who strives for excellence, thinks logically and isn’t afraid to ask questions. The successful candidate will be able to act independently while knowing when to ask for guidance or direction. The core deliverables for this role include but are not limited to:

* Assists with the team with projects and initiatives along with scheduled tasks, including assisting with maintaining trackers, monitoring metrics and developing reports, meeting notes and agendas, and providing support with scheduling and calendar invites.
* Supports members of the VV team with scheduling requests, filing, taking meeting minutes, and other support needs.
* Creates, drafts, formats and proofs documents, spreadsheets, presentations, etc. as needed
* Develops and implements special projects as requested by the Executive Director, Director of Resource Development, and Business Office Manger
* Partners with other administrative staff and key points of contacts across Vincent Village to coordinate and prepare for meetings and events. This includes, but is not limited to, drafting meeting agendas, organizing meeting materials for distribution, physically setting up rooms, setting up video conferencing or presentation equipment, ordering catering and setting up, taking meeting minutes and escorting guests.
* Orders and stocks office supplies and team inventory, procure software and hardware for department staff.
* Mail sorting, delivery and filing.
* Assist with Social Media Management and creative content development
* Assist with Grant Writing under the direction of the Director of Resource Development
* Performs data entry as needed.
* Performs other related administrative duties and special projects as assigned.

This description is not intended to be a limited list of assignments and allows for additions and changes as deemed necessary to provide quality care for the clients of Vincent Village. I have read the job description for this position and confirm that I have the competency to successfully fulfill the position requirements.

Employee Signature Date\_\_\_\_\_\_\_\_\_\_\_

Director’s Signature Date\_\_\_\_\_\_\_\_\_\_\_

Vincent Village, the USDA, and the State of Indiana are equal opportunity providers and employers.

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