



Administrative Coordinator

The Coalition on Homelessness works collaboratively to ensure safety and survival for people while they are homeless, and to end the crisis of homelessness in our region. We are a coordinating force on budget and policy decisions that directly affect the lives and futures of people who are homeless and shape the community we all live in.

We are looking for a self-starter to assist with the day-to-day operations of the organization. This position requires a high degree of self-organization and attention to detail, the ability to self-prioritize work and coordinate among multiple tasks, and an affinity for working with data and with a variety of technology. Also, as the Coalition is committed to equity in our work for safety, housing, and justice for people experiencing homelessness, all staff are expected to hold a commitment to the organization's mission and to equity generally.

This is a full-time hourly, non-exempt position with a standard work week of 40 hours/week. The Administrative Coordinator position is a new position supervised by the Operations Manager.

Core Job Functions

- **Finance Support:** record day-to-day financial transactions, complete expense reports, monthly credit card reconciliation, accounts receivable and payable support
- **Database:** enter contacts and donations, create and update campaigns, develop and run reports, create mailing lists
- **Executive Director Support:** provide logistics and scheduling support
- **Development:** support fundraising mailings (6+ per year), manage, track, and call/write to thank donors
- **Website:** support WordPress website maintenance, including posting and developing new content
- **Board Administration:** support scheduling, logistics (venue and food coordination, etc), prepare meeting documents
- **General Admin Support:** process mail, filing, inventory supplies, answer phones, prepare and copy materials, general office and meeting assistance

Knowledge, Skills, & Abilities

The ideal candidate will be flexible, a strong listener, diligent with asking necessary questions and following-through, and be able to maintain confidentiality. Specific skill requirements include the following:

- Willingness and aptitude to learn new technical skills, and a strong ability to quickly learn new technology when needed
- Strong skills with Microsoft Word and Microsoft Excel, including basic data analysis (Excel) and formatting (both)
- Experience and comfort using a CRM, donor management system, or other database
- Basic understanding of bookkeeping terminology and practices desired
- Experience with scheduling and coordinating meeting logistics
- Superb attention to detail and ability to consistently meet deadlines
- Ability to thrive in a fast-paced work environment with competing priorities
- Ability to communicate effectively, both in writing and in person
- Strong ability to work independently, and to identify when additional guidance or support is necessary to complete a task or solve a problem
- Personal commitment to social justice – including economic, housing, and racial justice
- Some operations, administrative, or other related experience (1-2 years experience preferred but not required)
- Experience with WordPress, Salsa Engage, Salesforce, QuickBooks, and/or InDesign desired but not required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Talk and hear on a regular basis
- Stand, walk, use hands to finger, handle, or feel, type, and reach with hands and arms
- Ability to occasionally lift office products and supplies up to 25 pounds
- Ability to climb and descend stairs multiple times per day, as the Coalition's office is located on the third floor of a building without access to an elevator
- Ability to complete work in a shared office environment where multiple staff may be working and talking at any point during the day
- Ability to work seated at a computer for the majority of each workday

Work Environment

The Coalition is a small team of enthusiastic, hard-working, and often very busy people. It is a very fast-paced environment with little down-time outside of scheduled breaks, but where staff enjoy each other's company and take time to build a supportive and inclusive culture.

This position is not eligible for remote work except for rare occasions. Schedule is typically Monday-Friday from 9am-5:30pm, with occasional evening and weekend work.

Pay and Benefits

Pay Rate: \$18-20/hr (Full Time, Non-Exempt), paid twice per month

This position includes the following benefits:

- ORCA Card for use on public transportation
- 100% employer-paid health, vision, and dental benefits
- 20 Days Paid Time Off (accrues hourly, in place of separate sick leave and vacation days)
- 10 Holidays (including 1 floating holiday per year)

How to Apply

To apply, email the following to operations@homelessinfo.org with “Administrative Coordinator” in the subject line:

- Current resume highlighting relevant experience and skills
- A cover letter describing why you are applying for this position and how your previous experience qualifies you for this role
- Your preferred start date if hired

Resumes will be reviewed as they are received, with preference given to applications received by **April 30, 2019**; we will accept applications until the position is filled. Interviews will be conducted on a rolling basis, and will include an initial phone screen and at least one panel interview. **Please note that we will only review resumes and evaluate candidates whose cover letters are responsive to the position qualifications. Attachments in .pdf format preferred.**

Early applications are strongly encouraged, as we will review applications on a rolling basis as they are received.

Equal Opportunity and Commitment to Diversity and Inclusion

The Coalition on Homelessness believes that a diverse workforce and an inclusive workplace culture enhance our ability to fulfill our mission. As an organization working to ensure safety, housing, and justice for people who are often marginalized by society, we seek to bring our values into the workplace through creating an inclusive work culture where our policies and procedures, including recruitment and hiring, reflect our commitment to social justice, and where all our staff feel valued.

We are committed to providing a culture of mutual respect where equal employment and promotional opportunities are available to all applicants and staff without regard to race, color, creed, religion, sex, sexual orientation, gender identity, age, national origin, citizenship, veteran or marital status, sensory, physical or mental disability, housing status or history, and any other characteristic protected by applicable law. We prohibit discrimination and harassment of any kind.