



## Administrative Coordinator Job Description

**Reports to:** Director of Finance & Administration and Volunteer & Community Outreach Manager

**FLSA Status:** Non-Exempt

**Hours:** 20 hours a week

**Date:** August 2024

### **Mission Statement**

SECU Family House on the Richard J. Reynolds, III & Marie M. Reynolds Campus provides affordable lodging and support services in a caring environment for referred adult patients and/or their caregivers who travel to Winston-Salem, N.C. for medical treatment.

### **Overview**

The **Administrative Coordinator** will provide support to the Executive Director, Director of Finance & Administration, Volunteer & Community Outreach Manager, Board, and Management/Administrative staff.

### **Duties and Responsibilities**

#### ***Finance and Human Resources: 40%***

- Quickbooks data entry
  - Guest Revenue
  - Donations
  - Bills
  - Credit Card receipts
  - Annual budget
  - Reconcile CC statements
- File A/P backup.
- Assist with audit as needed.
- Act as backup for Director of Finance and Administration for processing and submitting biweekly payroll.
- Assist with benefits administration as needed.
- Manage Birthday cards/celebrations for employees.
- Make bank deposits at least twice a week and secure appropriate change for the front desk as needed.

#### ***Operations and Volunteer Program: 50%***

- Prepare monthly occupancy/Vital Statistics reports.
- Prepare and publicize weekly volunteer donation lists and bi-weekly Merry Meal list.

## Administrator Coordinator

- Provide support as needed to the Volunteer & Community Outreach Manager.
  - Assist with monthly volunteer reports.
  - Manage the application process for new volunteers, including background checks.
- Publicize weekly meal calendar and support services initiatives, including pet therapy, Bingo, art and wellness, and spiritual care volunteer visits.
- Manage the Family House dinners by utilizing meal volunteers and dinner hosts.
  - Monitor the meal calendar to ensure a consistent schedule and identify gaps.
  - Work with other staff members to explore options to fill open meal slots.
  - Confirm with registered meal volunteers about their menus and address any questions.

### ***Administrative Support: 10%***

- Serve as staff support for the Board of Directors and its standing committees, as directed by the Executive Director, including taking minutes at meetings and compiling and distributing minutes as directed by ED and other leadership.
- Order office supplies as needed.

### **Qualifications**

- High School Diploma or GED; college degree preferred but applicable experience may be considered
- Personable telephone skills
- Excellent verbal and written communications
- Excellent interpersonal, time-management and organizational skills; ability to meet deadlines
- Strong attention to detail
- Ability to work with minimal direction and supervision
- Computer literate with knowledge of Microsoft Office, WordPress
- Websites, graphic design, and editing software knowledge preferred
- Working knowledge of Internet based Database systems
- Demonstrate positive attitude toward guests, donors, volunteers, staff and others who come in contact with the Family House
- Demonstrate respect for privacy and confidentiality of all guests and agency information
- Demonstrate genuine interest in the successful operation of the Family House
- Visual acuity to operate a computer terminal and read extensively
- Physical demands for this position include sitting, standing, bending, walking, lifting, and/or moving up to 40 lbs.

*Note: These requirements represent the minimum levels in order to perform the job on a satisfactory basis. Employees must have the ability to satisfactorily perform the essential functions of the job.*

I have reviewed the Job Description and I understand the performance expected. I understand that it may be periodically necessary to perform other duties as assigned by my supervisor. I also understand that it is my responsibility to report any alleged or suspected abuse as per agency policy and procedures. I have received a copy of this Job Description.

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Employee

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Date

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Supervisor

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Date