



Job Description Administrative Coordinator

Job Title:	Administrative Coordinator	Status:	Regular, Part Time (20 hrs/wk)
Reports To:	Director of Finance & Administration	Salary Range:	\$19 - \$21 per hour, DOE/DOQ
Program:	Administration	Classification:	Non-Exempt

The Mockingbird Society is a non-partisan advocacy organization focused on transforming foster care and ending youth homelessness. We do this by creating, supporting, and advocating for racially equitable, healthy environments that develop youth and young adults at risk of or experiencing foster care or homelessness. Our efforts are rooted in and guided by the voices of the communities we serve and those with lived experience in the systems we are trying to change. Ultimately, we want each and every young person, regardless of race and individual experience, to reach adulthood with an equitable opportunity to thrive.

POSITION SUMMARY

Under the supervision of the Director of Finance & Administration, the Administrative Coordinator is responsible for carrying out day-to-day office operations. The successful candidate will be highly organized, analytical, detail-oriented, able to juggle multiple priorities, and able to work both independently and as a member of a team. The Administrative Coordinator will also provide basic IT support (network/email account maintenance, basic helpdesk/troubleshooting); the successful candidate will be familiar with basic IT account management, or will have an interest and willingness to learn.

ESSENTIAL RESPONSIBILITIES

- Maintain and replenish office supply inventory; maintain equipment inventory and manage equipment check-out process.
- Oversee and coordinate maintenance of leased office equipment.
- Coordinate incoming and outgoing mail, packages, and deliveries.
- Complete daily Cash Receipts Log.
- Manage and maintain agency network and email accounts; maintain Dropbox and SharePoint accounts.
- Provide basic helpdesk computer support to staff; coordinate/escalate complex issues with Deputy Director and/or outside IT consultant.
- Provide administrative support to the Director of Finance & Administration and Deputy Director as requested.
- Assist with facility management tasks and coordinate with building manager and service vendors as needed.
- Act as backup receptionist as needed.
- Support the Executive Assistant with meeting scheduling and logistics, and other administrative tasks, as requested.
- Maintain agency room reservation calendar(s).
- Support TMS job skill development efforts; provide support and guidance to TMS youth staff on administrative tasks as needed.
- Other duties as assigned.

QUALIFICATIONS

- Experience with, and/or commitment to having, race equity, social justice, and LGBTQ/cultural competence be a workplace priority.
- Experience in an administrative support or related role is preferred.
- Must be highly organized, analytical, detail-oriented, and able to multitask, meet deadlines, balance priorities, and follow through on assigned tasks to completion.
- Excellent written and verbal communication skills.
- Excellent interpersonal and relationship-building skills; ability to maintain a positive, professional, and service-oriented demeanor toward a variety of stakeholders.
- Proven relationship-building, coaching, and mentoring skills with youth and young adults.
- Proficiency in the Microsoft Office suite (Excel, Word, PowerPoint). Familiarity with basic IT network, Outlook, Dropbox and Sharepoint account maintenance is preferred.
- AA degree or a comparable combination of education and experience. Bachelor's degree or comparable experience is preferred.

OTHER REQUIREMENTS

- Ability to perform physically; exerting 50 pounds of force occasionally and 10 pounds frequently.
- Upon date of hire, must be able to pass a Washington State and national criminal history check.
- Must have valid driver's license, appropriate insurance and access to a vehicle or source of transportation for regular business use throughout Washington.
- Available to work some evenings and weekends with occasional local travel, as needed.

COMPENSATION

The approved salary range for this position is between \$19 and \$21 per hour, depending on experience and qualifications. Benefits include paid sick leave and prorated holiday pay.

EMPLOYMENT POLICY

The Mockingbird Society™ is an Equal Opportunity employer. Employment is based upon individual qualifications without regard to race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, disabilities, political ideology, sexual orientation, or any other legally protected status. Alumni of foster care and those who have experienced youth homelessness are encouraged to apply.

HOW TO APPLY

Please follow the below instructions in full. Incomplete applications will not be considered.

- Submit applications to jobs@mockingbirdsociety.org with "Administrative Coordinator" in the subject line.
- Applications must include a resume and a cover letter.
- The Mockingbird Society is committed to actively creating racial equity and eliminating the impact of intersectionality by embodying the changes we want to see in our work. Applicants are required to include a statement regarding how they would support and further this goal in their cover letter.

Due to our desire to most effectively use our time in service to our mission, we are unable to respond to phone inquiries. Position is open until filled; priority consideration will be given to applications received by **April 5, 2019**.