Office Coordinator will daily ensure smooth operations of the building as well as of the office and its administrative functions. She/he will provide administrative support to the Executive Director and will be a member of the administrative team to provide quality and timely support to the mission of the organization.

Organizational support:

Present a professional and welcoming contact to all members, funders, vendors, board members, staff, etc.

- Responsible for development and implementation of efficient office systems, including developing and implementing record management and policies and procedures, maintaining room reservation schedule
- Prepare reports and documents
- Responsible for overseeing the presentation of the building for appearance and functionality And for determining cost and efficiency savings
- Responsible for incoming and outgoing mail, shipping and receiving
- Responsible for ordering, managing supplies and maintenance of inventory /storage areas
- Provide support for marketing/communications: experience with social media, including GiftWorks, web updating
- Provide support for IT: help monitor staff needs, assist staff with problem solving
- Provide support for finance: Receive vendor invoices and payments from donors, grantors and customers for processing by Finance Director. Prepare and record check and cash for deposit. Assist the Finance Director with fixed asset and inventory management
- Provide support for program activities, including:
  1. overseeing volunteer requests, applications, follow-up
  2. copying and faxing, assisting with meeting/event set up

Qualifications:

- Proactive, helpful, and can-do attitude with flexibility to adjust in a dynamic work environment;
- Neat, organized, and self-motivated to work independently and interdependently;
- Skilled in providing attention to detail and utilizing analytical skills.

- BA or equivalent work experience
- 2 years minimum administrative experience
- Excellent writing, reading, listening and speaking communication skills
- Computer literate including spreadsheets, databases, word processing, e-mail, web

Please send resume and 3 professional references to cstallcup@dcsInc.org, by October 31, 2014.