

Job Description: Administrative Coordinator

At Children's Cancer Connection we are guided by our Core Values –

- Purposeful – *Considering the outcomes of all we do and strive to create the best possible result for everyone we serve.*
- Accountable - *Committed to being the best possible us and gently coaching others to be their best them.*
- Inspired – *Intentionally finding ways to deliver excitement and value for the benefit of those we serve.*
- Dedicated - *Living each day as the "Caring Spirit" of Children's Cancer Connection meeting every person we connect with at their journey without judgement.*

Position Overview

The Administrative Coordinator is directly responsible for creating an amazing experience for participants, volunteers, and donors of Children's Cancer Connection. This person will provide an exceptional experience for those in need of database and financial information.

Essential Duties and Responsibilities

In order to create this amazing experience, the Administrative Coordinator will be responsible for assisting the Associate Director in maintaining the organizations database and accounting software in a clear and accurate manner.

Responsibilities will include:

1. Process all invoices and receipts within 24 hours of their arrival
2. Enter all receipts in Bloomerang
3. Spot check records in Bloomerang for accuracy and update all returned mail
4. Pull weekly reports on a timely basis and deliver to all requestees
5. Create queries and reports as requested
6. Process all Thank you/tax letters within 24 hours of receipt and provide to Hospitality Manager for mailing
7. Cover phones and greet guests with a highly positive attitude in the absence of the Hospitality Manager
8. Upload all board reports according to the communication matrix
9. Assist the Director of Administrative Services and Executive Director with projects and research (includes making cold calls)
10. Serve as the 2nd level website administrator
11. Processes pre-camp forms (pulling from faxes, emails, and hard copies), attaching to camper records in the camp database, calling families regarding missing forms

Additional Skills and Competencies

To perform this job successfully, an individual:

1. Must be highly organized and detail oriented.
2. Must be able to communicate in a highly positive manner with all guests and staff.
3. Must be comfortable making phone calls.
4. Must be a leader in collaborative organizational efforts.
5. Must be proficient at MS Office products, understand databases, have a thorough understanding of basic accounting skills.
6. Must be able to manage their time.

Supervisory Responsibility

This position has no direct staff supervisory responsibilities.

Work Environment

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work frequently may be required as job duties demand.

Travel

Travel is primarily local during the business day, although minimal out-of-the-area and overnight travel may be expected.

Education

The ideal candidate will have a minimum of a High School diploma and a minimum of one year of related experience.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, Children's Cancer Connection reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Children's Cancer Connection. I understand that I may be required to work hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and Children's Cancer Connection has a similar right.

Employee's Signature

Date

Supervisor

Date

Children's Cancer Connection is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Children's Cancer Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with their supervisor.