

# OVAR'COMING TOGETHER, INC.

## **Job Description: ADMINISTRATIVE COORDINATOR / VOLUNTEER MANAGER**

**Position reports to:** Executive Director

**Principle Purpose of Position:** The Administrative Coordinator / Volunteer Manager is responsible for coordinating, overseeing and/or performing a variety of project management, clerical and administrative support duties, as well as implementing and overseeing the volunteer program of the organization.

**Hours:** 30 hours per week; weekdays; hours scheduled between 8am-5pm.

### **Essential Administrative Job Functions:**

- Keep Executive Director informed of external communications, board interactions, progress on assigned projects and agency-related issues
- Manage and coordinate the organization's main office
- Keep abreast of mission-related research, studies and activities as a means of professional development
- Assist Executive Director with research, programs, program development, grants, event coordination, program/event evaluation, special projects and public relations as requested
- Monitor and maintain inventories for the organization's fixed assets, supplies and educational materials
- Compose correspondence and reports
- Manage incoming and outgoing correspondence and packages
- Design and distribute regular e-blast communications using Constant Contact delivery system
- Prepare quarterly e-newsletter; work with Executive Director to finalize and distribute
- Oversee social media accounts, content and efficacy
- As necessary, update any printed materials ensuring information is accurate and current
- Handle all phone inquiries within position's capacity
- Maintain voice mail system and check daily for messages
- Respond to all telephone messages (or refer them to the Executive Director) in a timely manner
- Maintain computer-based recordkeeping system which includes donor, survivor, grantor, business and volunteer records
- Improve and tighten data storage/retrieval systems
- Manage and track key performance indicators for the organization
- Schedule and coordinate Health Fairs, Survivor/Caregiver events and other activities
- Support the planning and implementation of community events in conjunction with the Executive Director

### **Essential Volunteer Management Job Functions:**

- Develop and maintain a sustainable volunteer program
- Increase volunteer participation through preparation and distribution of volunteer outreach materials, mailings, newsletter articles and media
- Recruit, orient, train and supervise volunteers
- Develop long-term relationships with individuals and volunteer groups
- Identify new volunteer opportunities and match volunteer interests with opportunities and needs
- Track volunteer hours
- Coordinate with local volunteer centers and organizations (e.g., United Way, Junior League, etc.).
- Routinely evaluate the volunteer program and implement improvements or changes as needed

Other job-related tasks may be assigned.

**Qualifications:**

- Able to communicate well, both verbally and written
- Able to work independently and manage special projects
- Must have at least 2 yrs experience working in an office environment
- Associate or Bachelor's Degree preferred
- Proficiency in utilizing software programs including Excel, Word and desktop publishing applications; must be able to learn other software programs as required by the organization (Constant Contact, Giftworks, etc.)
- Must have sound knowledge and ability in business correspondence and an ability to proofread for grammar, spelling and punctuation with a high degree of accuracy
- Must possess excellent organizational ability in order to set priorities, organize workload, handle multiple responsibilities and meet deadlines

**Other Skills and Abilities Required:**

- Protect contact and personal information of the organization's stakeholders
- Demonstrate a high level of trust
- Exemplify excellence in customer service
- Adhere to organizational policies and procedures

**Benefits:**

- Health Insurance
- Dental Insurance
- Vision Insurance
- Vacation & Sick Pay
- Holiday Pay
- Flexible Schedule

Ovar'coming Together is an Affirmative Action, Equal Opportunity Employer. We appreciate your interest in this position.