



JOB DESCRIPTION

JOB TITLE:	Administrative Coordinator	DATE CREATED:	March 2023
REPORTS TO:	Director of Programs	DATE REVISED:	
JOB STATUS:	Full-time (32 hours per week)	FLSA Classification:	Non-Exempt (Hourly)

GENERAL FUNCTIONS:

The Administrative Coordinator provides administrative support for programming, events and general office duties. Promotes a positive experience for members and contributes to a positive work culture.

MAJOR RESPONSIBILITIES & ESSENTIAL FUNCTIONS

Program Administration Functions

- Oversees and coordinates the logistical components of programs (arranging transportation, ordering/creating class materials, ordering meals, preparing presentations, following-up on miscellaneous details, handling paperwork, etc.)
- Manages relationships and communication with program committees, participants, volunteers, speakers, venues, sponsors and other relevant constituents.
- Attends all or portions of class days and committee meetings to assist Director of Programs as needed.
- Tracks program applications/participants, creates class day schedules/agendas, and distributes, processes, and analyzes class surveys.
- Maintains program and class day budgets. Reports any negative budget variances to the Director of Programs.
- Coordinates with marketing liaison for promotion of programs and classes through the Leadership SI website, social media sites and print materials. Responsible for generating (taking photos on class days, etc.) marketing content.
- Conducts research on various program topics, analyzes and compiles data/statistics, and shares information with the Director of Programs.

Office Administrative Functions

- Provides administrative support to the President/CEO, Director of Programs, and Membership/Engagement Manager as requested.
- Handles daily office operations including answering incoming calls, creating and responding timely to emails, distributing mail, tracking purchases/receipts for expense reporting, purchasing routine office supplies, maintaining office files, typing correspondence, scheduling meetings, etc.
- Assists with maintaining Leadership SI's database to ensure information is accurate and current.
- Attends required meetings and prepares reports for meetings as requested.

Event Administrative Functions

- Assists the President/CEO, Director of Programs, and Membership / Engagement Manager with the planning and execution of events with a collaborative approach and staying within budget.
- Maintains the data for event registration and prepares reports related to events.
- Organizes volunteers to assist with events, special programs and projects.
- Attends events and provides support, as needed.

Other Responsibilities

- Proactively supports Leadership Southern Indiana's mission.
- Responsible for delivering a high level of customer service in all interactions with internal and external customers, guests, donors, Board members, vendors, and business partners.
- Promotes professional, friendly, honest and open communication.
- Cross trains in duties of other positions and serves as back-up/resource to other staff members, as needed.
- Performs other duties as assigned.

QUALIFICATIONS:

Education/Experience

- High School Diploma or equivalent is required
- Four Year College Degree preferred or equivalent experience
- One or more years of administrative experience preferred
- Event organization and planning experience a plus

A combination of education, training and experience may be substituted when competency in the role is demonstrated. Successful performance on pre-employment tests may be required.

Reasonable job accommodations may be made to those who are able to perform the essential duties of the job.

Knowledge/Skills/Abilities

- Strong knowledge of general office administrative duties as identified in the administrative functions section.
- Must possess strong written and verbal communication skills and be able to communicate effectively using correct grammar, both in writing and orally.
- Creative thinking and problem-solving skills.
- Excellent organization and planning skills with an emphasis on detail orientation.
- Strong people skills and must be customer oriented. Delivers superior service to both internal and external customers, guests, volunteers, Board members, vendors and business partners.
- Strong PC skills with Microsoft Office software.
- Ability to learn, execute and retain knowledge of functions within our computer system. Ability to learn and adapt to new technology quickly.
- Ability to solve problems and escalate appropriate issues to the Director of Programs.
- Ability to organize, prioritize, manage and complete multiple tasks. Must be able to manage multiple projects simultaneously in a fast-paced work environment.
- Ability to self-initiate areas of opportunity, make recommendations for improvement, and follow up as necessary to achieve desired results.
- Ability to handle highly confidential information and maintain confidentiality.
- Ability to project a high degree of professionalism and positive image of themselves and the Foundation.
- Ability to speak and present information effectively in front of groups of people.
- Ability to maintain a professional appearance and maintain an organized workstation.
- Ability to work well with others as part of a team.
- Ability to resolve problems and interpersonal conflict and miscommunications in a professional manner.

OTHER REQUIREMENTS:

Job Hours: Will work flexible weekly hours to complete tasks on time and be flexible to attend events.
Quality: Able to meet job requirements and standards. Accuracy and detail orientation is a must.
Attendance: Must maintain an excellent attendance record and be punctual.
Travel: Must be able to travel to events, program locations and business partners.
Work Location: Flexibility to work on-site or remotely depending on business needs.

PHYSICAL DEMANDS:

Physical Requirements - *In terms of physical requirements, this position requires work best described as: Light Duty.* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing - Ability to receive information through oral communication. - Continuous
- Talking - Expressing or exchanging ideas by means of the spoken word. – Continuous
- Must be able to stoop, bend, reach, stand and sit and use a computer for extended periods of time. - Continuous
- Must be able to lift and/or move up to 30 lbs. – Intermittent
- Vision - Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus, with or without corrective lenses; Requires vision to perform work dealing with data and figures and computer screens. -Continuous
- Ability to function in an office environment and utilize standard office equipment including but not limited to: PC, fax, scanner, copier, telephone, calculator, etc. - Continuous

Psychological/Mental Requirements:

- Must be able to understand and interpret requests for information - Continuous
- Responds positively and productively to stressful internal and external customer situations. - Continuous
- Assists others to work harmoniously and effectively as part of a work team. – Continuous

Employee's Signature**Date**

Director of Programs**Date**
