



RAINBOW DAYS, INC.

Job Description ADMINISTRATIVE COORDINATOR

TITLE: Administrative Coordinator

REPORTS TO: Chief Executive Officer

POSITION DESCRIPTION SUMMARY: The Administrative Coordinator will serve as an ambassador for the culture of Rainbow Days. By greeting guests, answering phones and providing overall administrative support for Rainbow Days' office, the Administrative Coordinator will be part of a dynamic team positively impacting children's lives. The Administrative Coordinator will support the overall office as well as providing day-to-day support to the Leadership Team, Training Department and the Resource Development Department. Duties include answering phones, greeting guests, checking mail, ordering supplies, assisting with database entry and management, communicating with internal and external constituents, shipping curricula and mailings, building PowerPoint presentations, preparing materials for meetings, assisting with inventory of various products and other duties as assigned.

The ideal candidate will be extremely attentive to detail, able to handle multiple projects simultaneously, highly organized, maintain a professional demeanor and possess strong communication skills. Candidate must be proficient using Microsoft Office products, the ability to handle general office tasks, strong verbal and written communication along with the desire to meet the needs of others. Position is required to be in-office Monday – Friday from 9:00am to 5:00pm. No virtual workspace or telecommuting permitted for this role.

ADMINISTRATIVE COORDINATOR RESPONSIBILITIES:

DAILY OFFICE DUTIES: (30% OF TIME)

- Serve as an ambassador for the friendly, caring and professional culture of Rainbow Days and anticipate the needs of others in order to ensure a seamless and positive experience.
- Answer phones, greet visitors, and collect donations.
- Handle general office tasks and office management; such as filing, making copies, mail and shipping, inventory of office supplies, ordering supplies and maintaining office calendar.
- Make meeting arrangements, including reserving room and food, set up, clean up and preparing materials and handouts.
- Maintain polite and professional communication via phone, e-mail, and mail.

TRAINING ADMINISTRATIVE DUTIES: (40% OF TIME)

- Assist with updating PowerPoint presentations, handouts, and other materials. Make copies when needed.
- Prepare and email participant certificates for each training and workshop.
- Coordinate and ship all training materials.

- Maintain Curriculum Inventory log.
- Manage training-specific phone calls and inquiries.
- Maintain training documentation which includes in-office files, database, and Constant Contact.
- Assist as needed with monthly Training Newsletter, *Rainbow Days Training Connects*.

RESOURCE DEVELOPMENT ADMINISTRATIVE DUTIES: (30% OF TIME)

- Assist with database management and donor correspondence.
- Track In-Kind donations.
- Make copies of checks and produce finance log on a weekly basis.
- Handle mailings of development materials.

EDUCATION/TRAINING/WORK EXPERIENCE/SKILLS REQUIREMENTS:

- Meticulous attention to detail and highly organized.
- Good people skills, including a friendly, helpful and welcoming tone.
- Excellent computer skills, especially typing and demonstrated knowledge and/or experience of Microsoft Office Suite and CRM Software.
- Strong communication skills, both verbal and-written.
- Demonstrated organization and time-management skills, including the ability to manage multiple competing priorities and projects.
- Demonstrated ability to work independently with high level of reliability.
- Experience working with culturally and socio-economically diverse populations.
- Demonstrated skill and work experience in a similar position.
- Bi-lingual preferred but not required.
- Associates Degree or similar preferred.

In addition to the above, the Administrative Coordinator shall demonstrate a commitment to the philosophy and goals of Rainbow Days and a level of energy consistent with Rainbow Days expectations.

EVALUATED BY: Chief Executive Officer

WORK SCHEDULE: Full-Time position: 40 hours per week. Monday – Friday 9:00 am – 5:00 pm

BENEFITS: Medical, dental and vision insurance. Two paid weeks of vacation. A minimum of 14 paid holidays each year. Small stipend for cell phone usage. 403B available for enrollment and contributions.

TRAVEL: When needed, the Administrative Coordinator may attend meetings or run errands locally and he/she will be reimbursed for his/her local travel at a rate of \$.50 per mile up to the maximum monthly mileage allowance. There will be no out-of-town travel.