



Job Title:	Administrative Coordinator
Department:	Administrative
Position Reports to:	Business Director
FLSA Status (Exempt or Non-exempt):	Exempt

Position Summary:

The role of the Administrative Coordinator is to manage multiple organizational duties providing general support to Frameworks of Tampa Bay. The Administrative Coordinator is responsible for supporting each department as assigned, by assisting with functions including: special projects & event support, board meeting preparation, fundraising, marketing, and general administrative & office duties, including answering the main organization phone line. The Administrative Coordinator manages all the administrative aspects of the following programs: intern and work study student development, volunteer orientation and staff onboarding.

Essential Functions:

- Assist with QuickBooks entries as assigned.
- Support all staff and programs as needed.
- Schedule appointments and meetings.
- Manage all administrative aspects of the volunteer program including: recruitment, application process, training, scheduling, evaluations and acknowledgment.
- Administer surveys and questionnaires to evaluate various aspects of program performance in collaboration with other Frameworks staff.
- Assist with special projects as needed.
- Office management support.
- Other duties as required.

Non-Essential Functions:

- Understand and be able to articulate & promote the mission of the organization.
- Support the attainment of the organization’s strategic goals, budgets and priorities.
- Consistently model and promote the behaviors and values associated with the mission of the organization in all written, verbal and non-verbal communication.

Required Education/Training and Experience:

- Minimum of an associate degree administration/management or other related experience.
- Strong organization, oral and written communication skills and the ability to work effectively and collaboratively as a team member;
- Knowledgeable and experienced in Microsoft Word, Excel and PowerPoint.
- Experience with nonprofit organizations a plus.
- Ability to maintain confidentiality.

Knowledge, Skills and Abilities:

- *Math, Reading, Written Communication, Oral Communication and Reasoning Ability* – college level ability
- Ability to work collaboratively with a variety of people;
- Ability to take direction from others;



- Ability to be self-managed but work well to support a team effort;
- Work well under time constraints, and in stressful conditions;
- Excellent communication skills; verbal and written;
- Efficient time management and prioritization;
- High-energy, caring, self-starter, innovative;
- Professional demeanor and appearance;
- Capacity for multitasking.

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 and hear.
- This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stoop as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Other Requirements:

- Valid State Driver's License.
- Must pass a background check as well as a drug screening test.

Supervision/Contacts:

- Receives direct supervision from the Business Director and indirect supervision from the Executive Director and other Leadership Team Members.
- Daily contact with Framework's employees and management.
- Regular contact with board members, volunteers, donors and community partners.

Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines, calculator, alarm, reference books and automobile.

Frameworks of Tampa Bay, Inc. is an equal opportunity employer.
Job duties are subject to change with or without notice based on business needs.