

Alice Aycock Poe Center for Health Education

Job Description

Position: Administrative Coordinator

Reports To: Operations/Scheduling Senior Specialist

Position Summary:

The Administrative Coordinator (AC) works directly with on-site schools and other groups that come to the Poe Center for programming. The AC provides support for the Executive Director, Board of Directors, Operations/Scheduling Senior Specialist (O/SSS), and other members of staff. The AC plays a prominent role in the day-to-day operations of the Poe Center and is expected to maintain a high level of professionalism and customer service as they work with visitors, donors, school groups, and the Board of Directors.

Qualification Requirements:

- BA or BS degree
- Minimum of two years experience
- Ability to work effectively as a flexible team member
- Ability to successfully work in a diverse workforce
- Strong commitment to the Poe Center mission and values
- Demonstrates excellence in written, oral, and interpersonal communication skills
- Mastery of the Microsoft Office software systems and G-Suite required

Major Duties and Responsibilities:

- Daily preparation to receive groups for educational programming including tasks such as: unlocking PlayWELL Park, updating the visitor board, readying evaluations and marketing folders for teachers and other tasks based on the groups arriving.
- Provide telephone coverage and front door access.
- Prepare, print, copy, and disseminate internal and external communication.
- Provide administrative support for the Board of Directors including preparing and disseminating Board agendas, minutes, and reports.
- Update and maintain the board orientation manual.
- Contact schools/groups to confirm online and onsite visits prior to programming. Disseminate links for online programs as needed.
- Email 6 week evaluations to teachers who have received Poe Center programming.
- Coordinate the collection of data from participating schools on outcome data and other data, in coordination with the Data Specialist.
- Create and disseminate bi-monthly Board Blast newsletter using iContact.
- Maintain contact list in iContact.
- Assist in preparations for Poe Center events, meetings, and programs (including social media) physical setup, and communication to internal and external stakeholders. Manage EventBrite as needed.

- Attend and take minutes for the Executive Committee, Board of Directors, and any other meetings as requested.
- Attend and take minutes for the designated staff meetings.
- Collect data and prepare reports for the Executive Director, Finance Director, and the Board of Directors.
- Assist Executive Director and Finance Director with new employee files and orientation.
- Purchase and inventory office supplies.
- Process daily mail, including donations and payments as they are received.
- Daily inspection of the facility for any changes that may have occurred overnight that needs attention. Report to O/SSS or appropriate staff listed on the facility document.
- Assist and monitor the work of volunteers under the direction of the O/SSS and Volunteer Coordinator. Maintain the spreadsheet with tasks for volunteers.
- Provide information to the O/SSS on scheduling rental/usage of Board Room, atrium or theaters. Help with physical setup of chairs, tables, podium, etc.
- Manage usage of meeting supplies and equipment inventory (tablecloths, tables, etc.) and procedure
- Participate as a team member on the Safety Team, including Safety Team meetings.
- Responsible for maintenance of office equipment including laminator and copy machines.
- Provide other administrative assistance to staff as needed.

Other Duties and Responsibilities:

- Promote the mission and goals of the Poe Center through outreach efforts in the community and during on-site tours and program promotions.
- Other assignments as directed by your supervisor.