**EAST Job Description**

**Job Title:** Office Coordinator

**Department:** Operations

**Reports To:** Senior Director of Operations

**FLSA Status: (exempt or nonexempt): Nonexempt**

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**Approved By:** Matt Dozier

**Approved Date:** May 26, 2015

**Summary**: The Office Coordinator is instrumental in the smooth running of the office and provides a variety of administrative tasks such as the management of information between departments, act as a point of contact for visitors and provide organizational support in general. This position is responsible to greet and direct guests, answer and field phone calls, manage the incoming and outgoing mail, and actively monitor the common calendar. The Office Coordinator will also monitor and coordinate upkeep on the facility and maintenance needs.

**Essential Duties and Responsibilities:**

* Act as the first point of contact for visitors and guests using a very friendly, warm and pleasant demeanor both in person and by answering the main telephone line.
* Maintain front-desk office space to present an inviting atmosphere.
* Manage incoming and outgoing mail along with shipping and receiving duties
* Attend to cleanliness of common office spaces.
* Close the office each day by doing a walk-through to make sure all doors are locked, lights are off, and the alarm is armed (when appropriate).
* Monitor and be aware of the schedule of events for each day/week
* Monitor inventory of general supplies
* Act as the first point of contact for facility maintenance needs and contact external contractors as needed
* Maintain and keep storage areas organized
* Maintain the hospitality station in the front of the office by making sure supplies are stocked, coffee is made, and guests are attended to during breaks. Monitor the vending inventory, provide change when needed, and assist CFO in reconciliation.
* Assist in activities related to preparation and planning of Board and Board Committee meetings. This includes the creation of Board Books, putting out refreshments and serving as the primary point of contact for room setup needs for meetings.
* Assist staff in maintaining central filing system.
* Assist staff in creation, duplication, and mailing of forms and documents.
* Assist with the EAST events including logistical support.
* Other duties as assigned.

**Requirements:**

* Basic knowledge of Microsoft Office Products
* Knowledge of standard business practices
* Ability to develop and manage a departmental filing system
* Must type 40 wpm
* Must be extremely detail-oriented, organized and able to make sound decisions
* Ability to communicate with a diverse population of interested parties (community-based, facilitators, students, school administrators, business and government interests)
* Ability to collaborate in teams
* Must have a current, unrestricted driver’s license
* Must have the ability to travel on a limited basis with overnight sometimes being required

**Supervisory Responsibilities:**

* None

**Education and/or Experience:**

* High school diploma or equivalent
* Prior experience in an office setting (preferred)

**Language Skills:**

* English language: including punctuation, spelling, grammar, and writing technique
* Excellent written and verbal communication skills

**Reasoning Ability:**

* Ability to problem solve using deductive reasoning skills in a timely manner

**Mathematical Skills:**

* Basic skills including but not limited to addition, multiplication and division of whole numbers, decimals and fractions

**Physical Demands:**

* Ability to periodically lift 35 pounds
* Ability to drive a car
* May frequently be required to stand, walk, use hands, reach, stoop, kneel or bend, talk, or hear

**Work Environment:**

* Quiet to moderate noise level
* Fast paced and positive