

**COMMUNITY FOUNDATION FOR MONTEREY COUNTY  
ADMINISTRATIVE COORDINATOR  
JOB DESCRIPTION**

The Administrative Coordinator works under the general direction and supervision of the Administrative Services Manager. This position serves as the initial public contact for the Community Foundation for Monterey County (CFMC) office in Monterey and as such requires an accommodating presence, a high degree of professionalism and tact. The Administrative Coordinator is required to be, flexible, use independent judgment in completing activities, and provide a wide variety of skilled administrative and clerical support. Based on the duties described below, this is a **non-exempt position**. The Administrative Coordinator's basic duties include, but are not limited to, the following:

**Office Administration**

- Serve as primary receptionist. Answer phone calls for the CFMC in a professional manner. Answer general questions from the public regarding the CFMC, funding, local agencies, workshop registration, and grant deadlines, or route the question to the appropriate staff member.
- Open and close the office daily 8:30-5:00. Greet guests; inform appropriate staff member they have arrived.
- Work with the Administrative Services Manager or other appropriate staff in retrieving the incoming mail; sort, date-stamp and distribute as appropriate. Post outgoing mail and route to post office.
- Responsible for organizing and processing general office support, including the coordination of Office Depot orders, mass mailings, copying, collating, postage, name tags and envelope addressing.
- Monitor multiple email boxes for incoming e-mail.
- Ensures that adequate paper supplies and postage inventories are available for mass mailing.
- Maintain copy room and coordinate prompt and timely servicing and maintenance of all office equipment.
- Edit and proofread documents for spelling and grammar as needed.
- Assist with website updates.
- Coordinate recruitment of interns for the CFMC. Acquire college internship/work-study position descriptions from staff, ensure proper approvals and post opening with school. Coordinate paperwork for applicants and accepted interns with staff members.
- Maintain accurate updates of the CFMC master calendars in Outlook.
- Maintain staff rosters and distribute periodic updates to staff as needed.
- Keep all common areas clean and organized. Maintain workroom and reception area including reading materials, business cards, CFMC brochures, publications and plants.
- Prepare for meetings, including room reservations, signage, copies, setup, and clean-up.
- Create new and maintain existing administrative files, ensuring that new documents are filed in a timely manner and that files are organized in an orderly fashion.
- Assist with and participate in the CFMC special events as needed.

**Finance and Accounting Cash Receipts**

- Endorse all checks and record all incoming cash receipts accurately in the Cash Receipts Journal in a timely fashion.
- Process and record all credit card payments in the Cash Receipts Journal for CFMC activities in a timely fashion.
- Maintain accurate and detailed Excel spreadsheets.

### **Database Maintenance and Data Entry**

- Learn Foundation Information Management System (FIMS) database
- Maintain FIMS profile module, affiliation codes and mailing lists.
- Update FIMS profile contact information and address changes.
- Monitor the return of all signed grant award letters. Communicate to grantees missing acceptance letters and follow up quarterly.

### **Facilities**

- Coordinate arrangements for the use of the meeting and conference rooms in Monterey, including set up of audio-visual equipment (requires physical abilities, knowledge of laptop and projector setup, PowerPoint, telephones and use of external storage devices).
  - Maintain required meeting room forms, insurance certificates and/or hold harmless agreements.
  - Ensure that all beverages, snacks, paper, consumable supplies are maintained for workshops and events.
- Inventory and maintain conference room and kitchen supplies (including, coffee, drinks and snacks). Assists with restoring the kitchen, lobby and meeting rooms to a clean, organized status after all meetings.

### **Executive Support**

- Manage all aspects of the President/CEO calendar including support materials for appointments and meetings, record invoices, mileage and expense reports.
- Assure ready access by the President/CEO to electronic mail, phone messages and other communications.
- Assist with special projects for the President/CEO.

This position description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

### **Essential Qualifications**

The ideal candidate should have general knowledge of day-to-day office management skills, an understanding of the non-profit sector, and the ability to work with diverse individuals from various socio-economic and cultural backgrounds. Other essential qualifications include:

- a) Advanced working knowledge of Microsoft Office 365 software applications, Adobe Acrobat and the ability to learn and use new computer applications quickly.
- b) Capability in detailed data entry, bookkeeping and scheduling.
- c) Understanding of websites, social media and technology operations.
- d) Professional, energetic demeanor and strong commitment to customer service.
- e) Ability to work independently and as a team; using good judgment, taking initiative, remaining flexible and able to solve problems.
- f) Ability to maintain strict confidentiality.
- g) Strong organized time management skills and multitasking ability.
- h) Ability to communicate clearly, accurately, and concisely in a professional manner in English both verbally and in writing.
- i) Must have knowledge answering and transferring phone calls.
- j) Ability to lift and carry a minimum of 30 pounds up to 100 feet.
- k) Reliable transportation, current CA driver's license and car insurance.
- l) Ability to access shelves and files located between 0 and 60 inches above the floor

**Education and Experience**

- Bachelor's Degree preferred.
- Minimum of one year of varied and progressive secretarial / administrative responsibilities
- Proficiency in Spanish desired but not required.

**Approved:**

\_\_\_\_\_  
President/CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Services Manager

\_\_\_\_\_  
Date

**Accepted:**

\_\_\_\_\_  
Administrative Coordinator

\_\_\_\_\_  
Date