



## **JOB DESCRIPTION FOR ADMINISTRATIVE COORDINATOR**

### **Function:**

Plans, coordinates, and performs administrative and support activities for Mirci senior management and Board of Directors.

### **Employee Classification:**

Considered a professional, exempt position that is regular full-time.

### **Guidelines for Distinguishing Characteristics:**

Performs administrative and support duties for CEO; acts as point of contact among senior managers; and provides coordination and support to the Board of Directors.

### **Examples of Work:**

- Prepares documents for review and presentation by CEO, senior managers and Board of Directors.
- Coordinates meetings for the Board of Directors, board committees, and senior management; including recording minutes from meetings.
- Maintains Mirci's current policies and procedures, and supports senior management with CARF reaccreditation process.
- Coordinates monthly staff meetings and annual retreat.
- Performs general daily administrative tasks such as distribution of incoming emails, faxes, mail, and voicemail.
- Procures supplies for agency in a budget-conscious manner.
- Records monetary and in-kind contributions into donor management software system and initiates supporter acknowledgements.
- Maintains web-based vendor and business membership accounts.
- Other tasks as assigned.

### **Knowledge, Skills, and Abilities:**

- Ability to learn policies, procedures, rules and regulations related to the Administrative Department of Mirci.
- Proficient use of entire MS Office suite, Adobe, Bloomerang, and WebEx.
- Individual and team project coordination experience.
- Professional level verbal and written communication skills.
- Ability to work well with all levels of internal management and staff, as well as donors, volunteers and vendors.
- Ability to discern and systematize daily workload by priority.
- Ability to collect and assemble complex and specialized information in an organized, confidential manner.
- Proactive approach to problem-solving with strong decision-making skills.



**Necessary Special Requirements:**

Must have a valid SC driver's license and good driving record.

**Minimum Requirements:**

A bachelor's degree and 2 years experience; an associate degree and 4 years experience; or a high school diploma and 6 years related experience.

I acknowledge receipt of my job description and understand my duties and responsibilities as assigned.

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Signature

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Date