

## Office Coordinator

**Reports to:** Executive Assistant

**Employment Status:** Part-time, non-exempt

Founded in 1920, Momentous Institute offers comprehensive education and therapeutic services to over 7,000 children and family members each year. Our focus is on building and repairing social emotional health so families can achieve their full potential. With an emphasis on innovation, collaboration and training, Momentous Institute offers a truly dynamic work environment.

The Office Coordinator provides frontline clerical, event hosting and administrative support to the members of the Momentous Institute executive team. The Office Coordinator supports leaders who head up workgroups across the spectrum of the organization, including education, innovation & impact, governance, research, and operations. Consequently, the Office Coordinator is required to respond quickly and deftly to constantly changing duties and priorities.

### RESPONSIBILITIES:

- Order and organize office supplies, business cards, name tags and other items as needed
- Assisting executive assistant in performing duties for the National School Lunch Program for Momentous School as needed and/or requested
- Respond to emails as received in the information email inbox, forwarding on to appropriate staff or acting on emails with follow-through in a timely fashion
- Assist in office equipment maintenance, troubleshooting and calling for service as needed including but not limited to admin area copier/printer, faxes, AED equipment
- Assist with developing and/or editing presentations in Powerpoint, editing and proofing of documents, correspondence or spreadsheets using Word, Excel, or other word processing/spreadsheet software as required
- Track trends in operational spending in dealing with the monthly utilities and the administrative budget primarily, but not limited to events and catering expenses
- Assist in event planning for Leadership and All Staff meetings including but not limited to including venue finding, tracking costs, catering, etc.
- Entering credit card receipts into SmartData and/or any other database as required or requested for purchases for the interim ED, ED, ED's executive assistant, director of operations, director of leadership and governance, etc.
- Maintain filing of key Momentous Institute administrative, corporate, legal and property documents
  - Maintain marketing supplies and materials ensuring supplies are stocked for the executive team and staff
  - Assist in performing background checks through Verifyi for volunteer positions
  - Assembling folders for distribution to guests/visitors
  - Requesting and logging COIs for contracts as needed
  - Send all staff emails to update staff birthdays and work anniversaries
  - Assist in locating meeting space/conference rooms as requested by any/all staff
  - Additional duties as may be assigned or requested by Momentous executive team.

As staff/guests return to office:

- Assist with set up of conference rooms and events prior to Executive Director and/or CEO meetings including preparation of materials, office equipment and supplies as well as hospitality needs
- Assist with break down and re-set of conference rooms to ensure they are ready for the next event/meeting
- Maintain common work areas to keep tidy and organized
- Assist in copying, printing, organizing and assembling packets for various meetings and events

**REQUIREMENTS:**

Education: High school graduate or GED required. Some college or currently attending college is preferred but not required.

Required skills and attributes:

- The Office Coordinator is expected to take on the role with job ownership and with a pleasant, polite and agreeable attitude.
- Excellent telephone and personal communications skills are required. Ability to interact in a courteous and professional manner at all situations is expected.
- Should be able to handle multiple projects and comfortable working in a team environment.
- Strong organizational skills and detail-oriented a must.
- Ability to follow instructions
- Attention to detail is a must
- Excellent written communication skills
- Knowledge of Microsoft Office Suite including Word, Excel and Power Point
- Commitment to service and the Momentous Institute core values of Respect, Stewardship, Innovation, Collaboration and Hope. ***Strong service orientation required.***

**Interested:**

Applications are currently being accepted and the position will remain open until filled.

Please send letter of interest and resume to:

**Karla Crow** – Executive Assistant

[KCrow@momentousinstitute.org](mailto:KCrow@momentousinstitute.org)

Momentous Institute maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

## Policy Statement

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.**