

Job Description

Position Title: Coordinator

Reports To: Office Manager

Position Description: The Coordinator is an hourly part-time position responsible for various duties.

Salary Range: \$10-12

Vacation: 24 hours after 1 year; 48 hours after 5 years; 72 hours after 10 years

Sick Time: 24 hours annually after 1 year

Hours: Monday – Thursday, 8:30 AM – 1:30 PM, Friday 8:30 AM – 12:30 PM

Major Duties and Responsibilities:

- Answer phones if Administrative Assistant is unavailable or on other line
- Maintain, organize, and inventory fundraising supplies (ie: tablecloths, vases, decorations, etc.)
- Assist with fundraising, to include: coordinating with key people and/or third party organizations, reorganizing fundraising supplies, disseminating posters/handouts in the community, etc.
- Maintain and inventory wig room, ostomy room, bra & prostheses room, and home care supplies room; Anticipate needs for all, and report to Office Manager
- Maintain, organize, and purge medical equipment
- Assist with fundraisers and wellness fairs and any other events off site as needed
- Train and shop at the United Way's Gifts in Kind Center (GIKC) as needed; Sort items and fill tables as needed
- Fill in for front desk during lunch and when she is on vacation (during the above hours)
- Assist the Administrative Assistant with composing and sending out letters for memorials, contributions, and fundraisers if needed
- Assist Office Manager with updating and maintaining website and social media accounts
- Assist with clients and back up front desk as needed
- Order office supplies with exception of stationery
- Conduct and summarize yearly client surveys
- Maintain library with cancer literature and inventory of items, along with maintaining cancer literature in office and ordering literature as needed
- Any other duties assigned by the Executive Director or Office Manager

Job Specifications:

- Minimum of a high school diploma with at least 1 year of general office experience
- Must be able to lift 30 pounds
- Experience with office administration and customer service required
- Proficient in Microsoft Office 2003 or higher (especially Word, Excel, and Access)
- Excellent written, verbal, and listening communication skills
- Excellent organizational and time management skills with ability to prioritize
- Team attitude with strong customer focus

Must be able to:

- Pay attention to detail with a high level of accuracy
- Work with minimal supervision
- Meet deadlines
- Work independently and as part of a team
- Effectively manage multiple projects
- Demonstrate flexibility
- Exercise sound judgement and decision-making
- Handle confidential information discreetly

Email resume with salary requirements to info@cancerassociation.org

Updated 5/7/19