



Job Description

Job Title: Office Coordinator
Reports to: Executive Director
Rate of Pay: \$22/hour
FLSA Status: Part-Time; Non-Exempt

The Ann Richards School Foundation is a 501(c)(3) nonprofit organization that helps students gain the confidence and skills to apply to, attend and graduate from college. We secure funds and partnerships to support school enrichment programming at the Ann Richards School for Young Women Leaders.

We are seeking a part-time Office Coordinator who is passionate about empowering young women in an inspiring and dynamic educational setting. The ideal candidate is skilled in verbal and written communication, is organized and can manage and meet scheduled deadlines with minimal supervision, can multi-task in a fast-paced environment, has a strong work ethic and enjoys supporting a team to accomplish our collective goals.

Summary

Under the supervision of the Executive Director, the Office Coordinator will manage finance-related tasks, meeting and school tour coordination and general office activities by performing the following duties:

Essential Duties and Responsibilities:

Accounts Payable/Receivable

- Organize and file financial records.
- Process all receivables and enter into database and QuickBooks.
- Prepare income for bank deposits.
- Reconcile donor records in CRM.
- Assist faculty in the ordering and purchasing of materials and services.
- Write checks with QuickBooks and obtain signatures, as needed.
- Work closely with school faculty to track and allocate expenses.
- Conduct regular meetings with select school faculty and project managers to review expenses and discuss budget allocations for specific projects and proposals.
- Serve as a liaison between Foundation and accounting firm.
- Serve as liaison between Foundation and Bookkeeper.

- Assist Bookkeeper as needed.

Meeting Planning

- Schedule Board, internal and external meetings.
- Plan and coordinate events for Board, faculty and students.
- Be responsible for pre-meeting set-up and teardown.
- Order and arrange for delivery of food and beverages for meetings, tours and other events.

Administrative Support

- Assist with phone and other communications, providing timely, engaging interactions with Board members, major donors and Foundation representatives.
- Route proposals, expense forms and checks for review and signature.
- Allocate expenses to grants.
- Print and compile information packets, as needed.
- Check mail daily.
- Order Foundation and School supplies, as needed.
- Responsible for general office operations, including ensuring that kitchen and Board room are supplied and well-kept at all times.

Qualifications:

- At least 3 years prior experience in a similar position within the non-profit sector.
- Experience working in an office setting, supporting operations and accounts payable/receivable.
- Proficient in Microsoft Word, Excel, PowerPoint and QuickBooks; database management experience.
- Strong written, verbal and customer service skills.
- Committed and able to uphold high levels of accountability for self and others.
- Ability to multi-task and manage the completion of multiple projects, often with shifting priorities, while working under direct supervision as well as independently.
- Ability to handle confidential donor/constituent information with sensitivity and integrity.
- Experience working in a fast-paced environment.
- Demonstrated ability to be creative, flexible and well organized.
- Communicates well and provides excellent customer service to donors, board members, school staff, students and volunteers.

Education and/or Experience:

Bachelor's or associate's degree; or three years related experience and/or training; or equivalent combination of education and experience.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Quickbooks or other accounting software; database software; Internet software; Microsoft Word, Excel and PowerPoint.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Schedule:

This job requires 28 hours per week, between 9:00 a.m.-4:00 p.m., Monday through Thursday. During certain times of year, work schedule may vary and may require additional hours due to special events.

To Apply:

Submit a letter of interest, resume and three references to foundation@annrichardsschool.org.

The Ann Richards School Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation, or gender identity.