

POSITION DESCRIPTION
ADMINISTRATIVE COORDINATOR

Organization Profile:

Founded in 1983, The Wooden Floor (TWF) in Santa Ana, California, is one of the foremost creative youth development nonprofit organizations in the country. We transform the lives of young people in low-income communities through the power of dance and access to higher education. In Orange County and through our national licensed partner, we use a long-term approach grounded in exploratory dance education to foster the confidence and gifts within each child to innovate, communicate, and collaborate – skills necessary for success in school and in life. Since 2005, 100 percent of students who graduate from The Wooden Floor graduate high school on-time and immediately enroll in higher education, and many of them go on to pursue degrees in business, engineering, medicine, and the arts. The Wooden Floor students become change agents and beacons of hope within their own families, their neighborhoods, our community, and our world.

Position Summary:

Administrative Coordinator (AC) serves as a point of contact and link between employees, internal departments, and external parties, including vendors, stakeholders, and constituents. They handle scheduling for the Chief Executive Officer (CEO), perform clerical and administrative duties, analyze and improve office processes and policies, and ensure that the office operates smoothly. The AC will answer and route calls, guide visitors to the appropriate parties, field interdepartmental communications, and perform office tasks, including answering emails, maintaining employee, and constituent records in Raiser's Edge. The AC works closely with the Director of Strategic Initiatives (DSI) to analyze office processes and policies, develop creative solutions to problems, answer questions, and take part in strategic planning, organizational evaluation, and data-driven decision-making.

The ideal candidate should be committed to providing attentive support for internal and external parties and ensuring consistent, efficient operations. The AC should be trustworthy, courteous, analytical, proactive, and organized. This position requires attention to detail, discretion, and mature independent judgment in working with stakeholders and handling sensitive and confidential information. In addition, s/he is flexible in performing a wide variety of special projects at the request of the DSI and CEO.

Reports To: Director of Strategic Initiatives

Classification: Non-Exempt

Status: Full-time (Monday – Friday, 9:00am to 6:00pm)

Essential Job Functions:**Executive Support:**

- Assists the CEO with daily administrative duties and completes a broad variety of administrative tasks that include managing an active calendar of appointments; completing expense reports; composing and preparing correspondence; arranging complex and detailed travel plans, itineraries and agendas and compiling documents and for preparing for meetings.
- Communicates with the general staff on the CEO's behalf and coordinates logistics with high-level meetings both internally and externally. Coordinates meetings and strategic activities with the Senior Leadership Team (SLT) and members of The Wooden Floor's staff.
- Communicates directly and on behalf of the CEO with Board members, donors, community leaders, foundation staff, and others on matters related to organizational initiatives as directed.
- Drafts reports, letters of solicitation, proposals; prepares and coordinates oral and written communication with donors and prospects.

- Organizes and manages the executive office assuring efficiency of office operations and staff; coordinates executive communications, relieves Senior Leadership Team of administrative detail.
- Supports CEO with external commitments related to TWF, including service on external boards, committees and other groups.

General Administration:

- Plans and coordinates office operations. Assists in the planning and execution of events, receptions, open houses, and other activities.
- Composes correspondence independently on a variety of matters from rough drafts or verbal instructions.
- Attends All Staff meetings. Compiles meeting agenda, takes minutes, and prepares action lists in response to information covered.
- Answers incoming calls, emails, and routes to appropriate staff members. Assists in finding a resolution to external questions.
- Opens, sorts, and routes mail; maintains a variety of confidential information, complex files and records.
- Makes online office supply orders, purchasing errands and maintains inventory lists organization-wide with the Controller.
- Assists with setting up AV (i.e. laptop, projector, sound system, etc.) for meetings and gatherings.
- Supports DSI in the planning and execution of Annual Staff Retreat.

Scheduling & Travel Coordination:

- Maintains multidimensional complex calendar events in Microsoft Outlook for CEO and Senior Leadership Team.
- Books building resources (i.e. conference room, community centers, etc.) for The Wooden Floor's Main Street and Depot at Santiago locations.
- Arranges out of town conferences, travel and hotel accommodations for CEO, Senior Leadership Team, and Artists in Residency.
- Cultivates relationships with all organizational stakeholders via phone and email to schedule internal and external meetings and gatherings at The Wooden Floor.

Board & Fundraising Administration:

- Assists the CEO and DSI with communications and logistics of all Board, committee, and Task Force meetings, including producing and disseminating meeting materials, submitting catering orders, and leading meeting set ups.
- Responsible for taking meeting minutes and recording action items for select Board, Committee, and Task Force meetings, as assigned.
- Supports DSI in the planning and execution of Annual Board Retreat.
- Serves as secondary point of contact for members of the Board of Directors.
- Represents the CEO in email correspondence to a variety of stakeholders.
- Assists Development Department in external correspondence with donors, foundations, and grant preparation and/or research for Annual Fund and Comprehensive Campaign strategies and goals.
- Welcomes supporters, vendors, and community leaders, while on campus.
- Updates donor site visits and donor and Board prospect tracking logs.

Finance, Programming & HR Administration:

- Assists the Controller in preparing all bank deposits and ensures that all funds are correctly routed to the bank electronically or in-person.
- Prepares and monitors all expensed spending of CEO. Tracks spending and routes expense reports to the Controller.
- Maintains strict confidentiality with sensitive information, financial documents, records and personal matters.
- Supports DSI in planning and executing Culture Sustainability Task Force meetings.
- Updates internal personnel documents and assists DSI in efforts related to employee recognition.

Data Entry and Analysis:

- Assists DSI in preparing for the organization’s bi-annual Longitudinal Study administration process, including preparing student lists, parent consent forms, and sorting surveys. Provides support to research firm during staff trainings and post-survey analysis.
- Assists DSI with data entry for all internal and external surveys in Survey Monkey.
- Performs basic analysis of survey results and generates reports for staff and Board meetings.

Required Education, Skills And Licensures:

- Bachelor’s degree required
- 2-3+ years of professional administrative experience
- Professional demeanor and experience working with a variety of internal and external stakeholders
- Passion for youth and the arts
- Mission driven; business minded
- Demonstrated ability to work in a fast-paced, complex environment with the skills to establish priorities, set objectives, and achieve stated goals
- Excellent interpersonal, communication and writing skills
- Proficient in MS Office, donor CRM database (preferably Raiser’s Edge), and web research
- Handle and produce data and fiscal analysis for reporting purposes; consistently demonstrate high attention to detail
- Ability to pass criminal background check
- Possess a valid California Driver’s License and maintain a clean driving record

Position Interactions: Internally, the Administrative Coordinator works most closely with the CEO, Director of Strategic Initiatives, Development Department, Marketing/Communications Department and Senior Leadership Team. Collaboration through thoughtful interaction and coordination with staff organization-wide is important to perform job duties. Externally, this position interacts with donors, Board of Directors, and the public at events, performances, and presentations.

Compensation: Commensurate hourly rate upon demonstrated experience and qualifications.

To Apply: Send a copy of your cover letter and resume to: HR@TheWoodenFloor.org, Subject: Administrative Coordinator.

AMERICAN WITH DISABILITIES ACT ASSESSMENT:

Below are general guidelines on the position's physical, mental, and environmental working conditions.

Bend: Frequently	Read/Comprehend: Frequently
Squat: Frequently	Write: Frequently
Crawl: Occasionally	Perform Calculations: Frequently
Climb: Occasionally	Communicate Orally: Frequently
Kneel: Not applicable	Reason and Analyze: Frequently
Handle Objects: Occasionally	Chemical/Biological Agent: Not applicable
Push/Pull: Frequently	Construction Activities: Frequently
Reach Above Shoulder Level: Frequently	Contact with Water/Liquids: Occasionally
Sit: Frequently	Drive Motorized Equipment: Occasionally
Stand: Frequently	Confined Spaces: Occasionally
Walk: Frequently	Elevated Work Location: Not applicable
Use Fine Finger Movements: Frequently	Radioactive Materials: Not applicable
Carry/Lift Loads up to 25 Pounds: Frequently	Temperature Variations: Occasionally
Carry/Lift loads between 25-50 lbs.: Occasionally	Gas System: Not applicable
Carry/Lift Loads over 50 Pounds: Occasionally	