

## **ADMINISTRATIVE COORDINATOR**

Part-Time Position - 20 Hours per week

**Please send your resume with a cover letter explaining why you are interested in this position to: [t.sloat@namivalleyofthesun.org](mailto:t.sloat@namivalleyofthesun.org). Position Open until Filled. For questions call: 602-759-8179.**

### **JOB DESCRIPTION:**

#### **Objectives of the Position**

The **NAMI Valley of the Sun (NAMI VOS) Administrative Coordinator** collaborates with volunteers and staff members in order to oversee the NAMI VOS office and administrative procedures.

#### **Major Responsibilities**

##### General Office Operations

1. Facilitate a clean, orderly, and positive office environment.
2. Answer door, greet visitors, accept packages, retrieve and distribute mail.
3. Receive incoming phone calls, provide assistance to callers, respond to voice messages in a timely manner.
4. Receive and respond to general NAMI VOS email accounts in a timely manner.
5. Order, inventory, and maintain office supplies and program materials in an organized fashion, including the orderly filing, storage, and archiving of electronic and paper documentation and files.
6. Manage maintenance/service schedule for office equipment, including photocopy/printer, computers, postage machine, and phones.
7. Submit all employee timesheets and mileage requests to HR in accordance with regular and holiday deadlines

##### Financial Operations

1. Work closely with the Executive Director, Board Treasurer, and contracted bookkeeper to ensure accurate and transparent financial procedures and documentation.
2. Track all funds received by NAMI VOS according to established accounting practices.
3. Track all donations in designated database; create and send thank you receipts to donors after each donation and an end of year summary.
4. Track all invoices; submit payment for invoices, correctly coding and monitoring all transactions.
5. Submit checks for reimbursement, verifying that Executive Director or Board President preapproved all requests.
6. Perform in person and online banking transactions.
7. Assist Executive Director with monthly, quarterly, and yearly financial reporting.

## Data Management, Communication, and Reporting

1. Facilitate membership tracking and process, including maintain NAMI 360 database, notifications for renewal, and a welcome to new members.
2. Facilitate management of volunteer and donor database.
3. Manage google suite for staff and others as appropriate, including adding new users, accessing files, maintaining password records, password resets, troubleshooting, and training.
4. Facilitate management of electronic distribution lists; E-mail blasts of information to members and local behavioral health organizations.

## Other duties as required

5. Maintain current knowledge of NAMI programs and ensure adherence to NAMI operating guidelines at all times; participate in required NAMI program related webinars.
6. Assist with creating and maintain up-to-date information and marketing materials for scheduled programs; facilitate marketing for upcoming programs.
7. Assist with program logistics including the coordination of class material/s binders, and teacher/trainer admin box, and graduate certificates.
8. Cross-train with other NAMI programs and assist when necessary; participate in NAMI VOS community events as appropriate.
9. Participate in regular NAMI VOS team meetings. Meet regularly with supervisor.
10. Participate in on-going continuous quality improvement and quality assurance activities for NAMI programs.
11. Other duties as assigned.

## **Qualifications (Knowledge, Skills, Ability)**

1. NAMI Membership in affiliate in location of residence
2. Communicate professionally with strong written and verbal interpersonal communication skills.
3. Strong organizational skills including attention to detail and ability to manage multiple on-going projects. Ability to prioritize and problem-solve effectively.
4. Ability to initiate projects and work independently in order to meet program deliverables and deadlines.
5. Willingness to step up as a team player in order to cross-train and provide coverage for other NAMI programs when needed.
6. Computer literacy with experience in Microsoft Office Suite.
7. Ability and willingness to travel within Maricopa County. This requires a valid Arizona driver's license, proof of current auto insurance and reliable means of transportation.
8. Able to occasionally lift in excess of 20 pounds.
9. Have compassion and understanding to give hope and direction to families struggling to understand and support their loved one living with mental illness.

## **Position Type and Expected Hours of Work**

- Part-time, approximately 20 hours/week; non-exempt.
- Salary Range: \$17-\$20/hour
- This position will work a set schedule each week (ie: Monday- Thursday, 9 AM – 2 PM) with some flexibility to accommodate the needs of programs, events, and community members.
- Reports directly to the NAMI VOS Executive Director.