

Autism Delaware Inc.

Job Description

JOB TITLE: Administrative Coordinator

DEPARTMENT: Operations

REPORTS TO: Chief Operating Officer

EFFECTIVE DATE: September 2021

FLSA: Non-Exempt; Full Time

SUMMARY:

The Administrative Coordinator position works under the supervision of the COO acting as the operations administrator and general receptionist for Autism Delaware in New Castle County. Provides general administrative and communication support for the organization and manages technology inquiries internally in cooperation with the organization's professional IT provider. This position will provide admin support for our adult services program. Among the many functions of Administrative Coordinator are tracking paperwork requirements, keeping an inventory of office equipment and supplies, general bookkeeping and performing general administrative tasks, which facilitate the smooth functioning of the office.

This is a full-time position.

DETAILS:

ENTRY LEVEL QUALIFICATIONS:

1. High school diploma or equivalent education required.
2. 3 years of administrative experience
3. Excellent oral and written communication skills.
4. Must be able to work independently with strong organizational skills.
5. Knowledge of personal computers and software including database systems, word processing, and spreadsheets
6. Ability to follow oral and written instructions.

QUALIFICATIONS FOR CONTINUED EMPLOYMENT:

1. Adherence to all policies and procedures.
2. Punctual and regular attendance as scheduled.
3. Successful, safe and effective implementation of job tasks.
4. This job description in no way states or implies that these are the only job duties to be performed by the incumbent. Candidate will be required to follow any other instructions and to perform any other duties requested by supervisor.

WORKING CONDITIONS:

This position is a non-exempt, full time hourly position. Travel to other locations to be expected.

JOB RELATED DUTIES

ESSENTIAL FUNCTIONS:

- 1. Understands and models agency and department's commitments, mission, vision and treatment philosophy**
 - Actively participates in meetings, demonstrating self-awareness, responsibility, initiative and professionalism in accordance with our options policy
 - Is flexible and accommodating in unplanned or crisis situations
 - Seeks and accepts help and direction freely and when needed
 - Demonstrates follow through on team's goals and plans
 - Demonstrates a commitment to ongoing professional development through the study and practice of new skills and knowledge in the field

- 2. Effectively manages Receptionist and Administrative Responsibilities**
 - Greets the public and assists them with questions
 - Opens and distributes company correspondence
 - Answers the phone and provides general information
 - Keeps needed inventory and orders supplies
 - General bookkeeping and accounting support
 - Learns all Autism Delaware fiscal, human resource and database systems and serves as back up to the Operations Coordinator

- 3. Monitors and manages technology needs**
 - Coordinates with professional IT provider for the upkeep of all Autism Delaware technology systems and devices
 - Tracks technology needs to ascertain that IT provider is effectively responding to requests
 - Makes appropriate recommendations as to the purchase of new equipment or system changes in conjunction with the professional IT provider

- 4. Works effectively with team to ensure excellent service delivery**
 - Represents Autism Delaware effectively
 - Seeks opportunities for improving management of resources

- 5. Effectively and professionally manages documentation**
 - Provides clear, accurate, and thorough reporting of areas of responsibility
 - Maintains excellent notes and submits all required documents in a timely fashion
 - Provides support to other organizational departments as needed

NON - ESSENTIAL FUNCTIONS:

1. Participates in agency functions.

2. Safely manages all aspects of job responsibilities:
 - Maintains a safe & hazard-free work area. Effectively monitors facilities & equipment for cleanliness and hazards. Raises concerns when appropriate
 - Identifies potential program risks and brings these issues to the attention of the appropriate people immediately.