

The Hope Center at Pullen

Job Posting: Administrative Coordinator

ORGANIZATION OVERVIEW:

The Hope Center at Pullen (HCP) is an award winning 501(c)(3) non-profit organization founded in 2009. Our mission is to empower emerging adults transitioning out of foster care in Wake County with the support and connections needed for a safe and stable adulthood. In partnership with Wake County's foster care system, HCP's Teen Programs engage youth ages 13-18 to develop independent living skills. HCP's Transition Program serves youth ages 18-27 with a history in foster care to develop individualized strategies to help them achieve and maintain independence. HCP follows the housing first model and utilizes trauma informed care to ensure our clients attain and maintain housing, further their education, and achieve their career goals. For more information, visit <http://www.hopecenteratpullen.org/>.

POSITION SUMMARY:

The Administrative Coordinator is an essential member of the HCP team, ensuring the organization is operating smoothly and effectively. We're looking for an energetic professional who enjoys wearing multiple hats. Experience handling a wide range of administrative, fundraising, and executive support related tasks is a plus. If you are organized, flexible, and enjoy the challenge of supporting a diverse team this would be a great opportunity for you!

Working closely with the Executive Director and the Director of Development and Communications, the Administrative Coordinator will assist in preparing grant proposals and coordinating external communications. This person will manage donor data, produce reports and handle correspondence. They will also provide event assistance, work with our bookkeeper and program staff to handle invoicing and reports, and manage inventory.

The Hope Center at Pullen is proactively seeking diverse candidates. Applications will be reviewed as they are received. Posting is open until the position is filled. To apply, send a cover letter that outlines your alignment with the position, resume, and references to jobs@hopecenteratpullen.org. No phone calls please.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

<i>Administration</i>	50%
-----------------------	-----

- Finance
 - Coordinate with bookkeeper to properly manage income and expenses, including preparing bank deposits and attributing income/expenditures to proper accounts
 - Ensure that all staff credit card expenditures have proper documentation
 - Assist with the annual audit
 - Prepare and submit invoices for government contracts
 - Track gift card and in-kind donations
 - Manage contracts and payments for all vendors
- Board Support
 - Ensure board member documents and profiles are completed annually and kept up to date
 - Assist in scheduling meetings, preparing materials, and handling logistics
 - Attend committee meetings as needed

- Office Management
 - Maintain office efficiency by planning and implementing office systems, inventory, and equipment maintenance
 - Purchase and organize catering, coffee, and other refreshments as needed
 - Purchase and organize office supplies
 - Maintain a professional environment by keeping the physical office space organized
 - Respond to telephone, email, walk-in, and website inquiries
 - Monitor incoming and outgoing mail/packages and deliver to the proper recipient
 - Troubleshoot office equipment to provide or procure IT support for staff
 - Assist all departments with administrative or clerical support

<i>Development Support</i>	50%
----------------------------	-----

- Manage Bloomerang Donor Database
 - Input donor data in the Bloomerang CRM donor management system
 - Prepare thank you letters and other external correspondence
 - Design and produce reports that provide actionable data
- Event Logistical Support
 - Provide administrative support to special events and fundraising committee
 - Track sponsorships, attendees, silent auction items, registration, and checkout
 - Update event management software with auction and raffle items
 - Recruit and manage office and event volunteers
- Communications
 - Update website content as needed
 - Create and maintain a calendar for social media posts and assist with content as needed
 - Assist in drafting external communications as needed
- Grant Management
 - Calendar grant application and grant report deadlines
 - Prepare supporting documentation for grant proposals and follow-up reports

POSITION QUALIFICATIONS AND REQUIREMENTS:

- *Bachelor's degree or three-five years of progressively responsible administrative, development or marketing experience in an office setting.*
- *Experience with a CRM Donor Management System preferred.*
- *Familiarity with non-profit financial best practices.*
- *Proficient in MS Office*
- *Experience administering grants preferred*
- *Experience managing events and volunteers*
- *Efficient, detail oriented, and organized*
- *To work effectively in this role, the individual must be able to work on several requests simultaneously while effectively prioritizing and without losing focus.*
- *This position comes in contact with sensitive and confidential information. The Administrative Coordinator must be one who can be trusted not to disclose such information to unauthorized persons.*

Physical Demands/Working Conditions:

- Flexible work schedule. Occasional evening and weekend hours.
- Job duties include the set-up and take down of group space (tables and chairs); the use of standard office equipment.
- Each employee has their own office in our newly renovated office space.

Salary and Benefits:

- Hiring range: \$40,000-\$45,000, based on education and experience.
- Health Care: HCP pays 100% of employee premiums and 50% of eligible dependent premiums for silver level health care plan.
- Dental and Vision Benefits: HCP pays 80% of employee premiums and 50% of dependent premiums.
- Retirement Plan: After one-year employees begin accruing an additional 2% of salary in an IRA account that employees can choose to contribute to pre-tax.
- All employees are automatically enrolled in basic life insurance, short-term disability insurance, and long-term disability insurance.
- Over 5 weeks of PTO/Holiday Time the first year, with increases in PTO each year.

The Hope Center at Pullen is proactively seeking diverse candidates. Applications will be reviewed as they are received. Posting is open until the position is filled.

To apply, send a cover letter that outlines your alignment with the position, resume, and references to jobs@hopecenteratpullen.org.

No phone calls please.