



Job Description

Title: Administrative Coordinator
Reports to: Executive Director
FLSA: Hourly non-exempt
Employee Type: Part time – 20 hours per week

SUMMARY:

Reporting to the Executive Director the part-time Administrative Coordinator will perform variety of administrative tasks related successful day-to-day operations and ensuring proper implementation of our programs. This position will work closely with all departments within the organization, acting as the main point of contact for ordering office supplies and office management. This position will also work closely with Sunflower Hill Gardens team and Sunflower Hill at the Stable Café, supporting the programmatic efforts and ensuring volunteer assignments are handled expediently; assist with the creation of program materials and special event planning as it relates to the programs. Some nights and weekends may be required.

REPRESENTATIVE DUTIES:

Employee may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principal job elements:

- Answer the office phone, provide accurate institutional information and direct callers to the appropriate department and manage the info@ email to address general inquiries
- Pick up, open and distribute mail
- Track earned revenue, deposit to the correct bank account and communicate all deposits to bookkeeper, E.D. and Board of Directors
- Receive, allocate, track, disperse and file invoices to the bookkeeper
- Reconcile credit cards monthly with receipts and disperse to the bookkeeper
- Coordinate organization calendar: sending meeting invites for staff meetings, board and committee meetings
- Act as the primary liaison for volunteers and assist both programs with volunteer staffing, tracking, collecting and preparing data as it relates to City Grants and HUD details.
- Use the Volgistics database to schedule volunteers ensuring completion of volunteer paperwork and background checks when necessary, entering volunteer and donor information into SalsaLabs



- Assist with Sunflower Hill Gardens Family Work Day programs, gathering materials and creating materials as needed, coordinate volunteer scheduling with garden team and assist with the creation of programmatic materials when needed
- Assist with special events as needed, must be present for the annual gala scheduled in July
- Create and assist in the preparation of necessary and required documentation including monthly, quarterly and annual reports
- Regular interaction/coordination with other SFH vendors and partnerships
- Provides/purchases supplies by identifying needs for organization, events, projects and office
- Complete payroll auditing and processing using ADP
- Assist Executive Director with administrative duties as it relates to IT, phone, insurance, healthcare and benefits
- Assist Executive Director with Board and Committee meeting preparation
- Meet all productivity and efficiency standards as outlined by management
- Follow all safety rules and regulations, including active participation in the prompt identification and communication of safety hazards

QUALIFICATIONS

Bachelor's degree and administration office support experience preferred. Candidates should have strong organizational, interpersonal and communication skills. Must be able to meet deadlines and be detail-oriented, with the ability to follow written and verbal instructions accurately. A personable, flexible, and supportive approach with a strong work ethic is essential. Must be a self-starter and have the ability to multi-task and work independently. Intermediate or higher computer skills: MS Office, Volgistics and SalsaLabs CRM software, and the ability to learn software quickly. Web experience a plus.

PHYSICAL REQUIREMENT/WORKING CONDITIONS:

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.

Ability to lift 25 pounds on a regular basis

Ability to constantly lift, bend stretch and stand during entire shift

Ability to frequently kneel, squat, bend, and stoop, twist and reach overhead with repetitive motions and walking up/down ladders.

Works in an indoor environment with other team members, must be flexible and able to multitask.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

TO APPLY PLEASE SUBMIT A COVER LETTER AND RESUME TO INFO@SUNFLOWERHILL.ORG

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