



**ORANGE COUNTY UNITED WAY**  
**JOB DESCRIPTION**

<b>Job Title: Administrative Coordinator</b>	<b>Reporting To: Operations and Events Manager</b>
<b>Department: United to End Homelessness</b>	<b>Position: Full-time/Non-Exempt Workplace: Irvine Office / Hybrid</b>

**PURPOSE OF POSITION**

To build and maintain capacity for United to End Homelessness through administrative support and coordination, to include Community Strategies, our housing program work, and other components.

**KEY ACCOUNTABILITIES**

- Provide administrative backbone for suite of community events, meetings, and trainings (both virtual and in-person throughout Orange County),
  - Pre-event project planning and setup, tracking RSVPs and reminders, coordinating follow-up and evaluation
  - Schedule internal and external meetings (in person, virtual, or by telephone) and actively manage organizational calendars.
  - Prepare agendas, reminders, and minutes for internal and external meetings; track and follow through on action items and meeting summaries.
  - Pre- and post-event support and attendance at initiative trainings
- Maintain accuracy and functionality of contact and partner information in multiple data sets, including primary administrative responsibilities in CRM database (Salesforce) as well as the WelcomeHomeOC Salesforce database
- Draft correspondence; update and track information in relevant databases; maintain Outlook contacts and contact groups.
- Be the first point of contact for inquiries about United to End Homelessness and requests for assistance.
- Represent United to End Homelessness and its activities to other departments within Orange County United Way, through participating in the Foundation Team meetings and other administrative functions.
- Provide other administrative support to United to End Homelessness and Orange County United Way, as assigned.

**EDUCATION AND TRAINING REQUIRED FOR THIS POSITION**

- Experience in an administrative support position and/or other relevant work experience
- Experience assisting with leadership functions and key stakeholder relationships (such as donors, executive leaders, or similar) preferred

**TECHNICAL KNOWLEDGE**

- Capability and confidence with the following applications is expected:
  - Microsoft Office (Outlook, PowerPoint, Excel, Word), Zoom, Microsoft Teams, Project, Customer Relationship Management applications (Salesforce, or similar)
- Familiarity with the following applications is beneficial:
  - Eventbrite, Airtable, Action Network, Canva, Google Suite, Sprout
- Proven record of excellent writing and communication skills
- Ability to work on multiple projects with different deadlines/objectives simultaneously
- Organizational management – excellent project coordination and multi-tasking skills



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**CORE COMPETENCIES**

**Problem Solving and Decision Making**

- Ability to work independently, making appropriate decisions with direction as needed
- Flexibility and ability to manage issues and crises calmly and effectively

**Communicating and Influencing**

- Ability to demonstrate diplomacy in interactions externally and internally
- Ability to communicate effectively, verbally and in writing
- Strong writing skills
- Ability to represent Orange County United Way in a professional manner at all times

**Business Knowledge/Savvy**

- Experience in and a commitment to providing excellent results
- Ability to analyze and track results
- Ability to work with a diverse group of people

**Partnering and Teamwork**

- Ability to work cross-functionally with all departments to achieve position objectives

**Personal Excellence**

- Ability to prioritize and meet deadlines
- Ability to manage many projects at one time, prioritizing and planning for high efficiency
- Initiative and strong work ethic
- Organized and detail oriented
- Driven for results
- Ability to work independently and proactively

**COMPENSATION**

Commensurate with experience, education and market - \$22 - \$32 per hour; competitive benefits.

**PHYSICAL DEMANDS**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this role. The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Set-up and take down for events. Ability to operate a computer keyboard, and lift files and reports. Exposure to glare from a computer. Participation in early morning and evening meetings and events will be required at times. The noise level in the work environment is usually quiet to moderate.

**Send resumes to:**

**Orange County United Way  
18012 Mitchell South  
Irvine, CA 9614**

[Recruiting@UnitedWayOC.org](mailto:Recruiting@UnitedWayOC.org)