



ORANGE COUNTY UNITED WAY
JOB DESCRIPTION

Job Title: Administrative Coordinator	Reporting To: Director of Operations, 211OC
Department: 211OC	Position: Full time/Non-exempt Workplace: Corporate Office

PURPOSE OF POSITION

To provide administrative support and coordination for 211OC and United for Financial Security (U4FS) teams.

KEY ACCOUNTABILITIES

- Attend council and committee meetings, prepare agendas, meeting packets, presentations, confirm/record attendance and take minutes for U4FS and 211OC leadership councils/committees; finalize minutes/notes in a timely manner; track/follow up on action items.
- Maintain rosters for 211OC and U4FS Leadership Councils.
- Manage 211OC City Roadshow calendar including communication and scheduling with elected officials and other city leaders.
- Maintain calendar for 211OC Executive Director, including booking travel for conferences as needed.
- Learn and understand the programs that comprise the work of OCUW.
- Schedule internal and external meetings (in person, Zoom or by telephone).
- Draft, type and finalize correspondence and other documents.
- Carry out administrative duties such as filing, copying, binding, scanning, etc.
- Coordinate and prepare mailings/merge letters as needed.
- Update and track information in ANDAR database.
- Maintain Outlook contacts and contact groups.
- Participate in monthly Foundation Team (administrative staff) meetings and report as liaison to 211OC and U4FS teams.
- Maintain files (including document retention) and order supplies as needed.
- Reserve meeting rooms and conference bridges for meetings; prepare and set up Board and Meeting rooms for meetings, including projector and video conferencing units; order lunch or catering as needed.
- Add events to the organizational calendar.
- Assist and provide coordination of facilities/catering for special functions and projects as required.
- Participate as a team member in assigned project activities, and perform other tasks as assigned related to the organization as a whole.
- Provide back-up front desk coverage as needed.
- Provide other administrative support and additional tasks as requested.
- Support occasional events/meetings that may occur outside of core business hours.
- Punctuality and reliability are top priorities.

EDUCATION AND TRAINING REQUIRED FOR THIS POSITION

- Three - five years of experience in an administrative assistant/coordinator position and/or other



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relevant work experience.

TECHNICAL KNOWLEDGE

- Computer skills with emphasis on Microsoft office (Outlook, PowerPoint, Excel, Word, Teams)
- Zoom
- Proven record of excellent writing and communication skills
- Ability to work on multiple projects with different deadlines/objectives simultaneously
- Organizational management – project management skills
- ANDAR experience a plus
- Experience in a business office, knowledge of business procedures and practices

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 crisis calmly and effectively
- Must possess analytical and problem-solving skills, anticipate potential needs and proactively address challenges before they arise.

Communicating and Influencing

- Ability to demonstrate diplomacy in interactions externally and internally
- Ability to communicate effectively, verbally and in writing
- Effective 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 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
- Ability to prioritize and meet deadlines

Personal Excellence

- Ability to manage many projects at one time, prioritizing and planning for high efficiency
- Self-motivated, personal accountability and integrity
- Organized and detail oriented
- Driven for results
- Ability to work independently and proactively

COMPENSATION

Commensurate with experience, education and market - \$25 - \$32 per hour; competitive benefits.



**ORANGE COUNTY UNITED WAY
JOB ANNOUNCEMENT**

Job Title: Administrative Coordinator	Reporting To: Senior Executive Assistant
Department: 211OC	Full time/Non-Exempt

[View our commitment to Diversity, Equity and Inclusion statement](#)

PHYSICAL DEMANDS

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.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

Send resumes to:
Orange County United Way
18012 Mitchell South
Irvine, CA 9614

Recruiting@UnitedWayOC.org