



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE COORDINATOR	REPORTING TO: DIRECTOR, UNITED FOR STUDENT SUCCESS
DEPARTMENT: UNITED FOR STUDENT SUCCESS	POSITION: HOURLY / NON-EXEMPT

Purpose of Position

Orange County United Way (OCUW) is seeking a detail-oriented and mission-driven Administrative Coordinator to support the United for Student Success (U4SS) initiative, a key component of our United4OC 2030 strategy. This initiative aims to increase high school graduation rates to 95% among students from disadvantaged socio-economic backgrounds.

The Administrative Coordinator will play a vital role in supporting the U4SS team by providing comprehensive administrative, technical, and programmatic support across a portfolio of educational programs, events, and strategic activities.

Key Duties and Responsibilities

- **Program & Initiative Support**
 - Assist in the coordination and execution of U4SS programs including *Class of 2027 e-Mentorship*, *Destination Graduation*, and *Youth Career Connections*.
 - Support outreach and recruitment efforts for students and volunteers.
 - Assist in preparing presentations and reports for internal and external stakeholders.
 - Contribute to the development and distribution of marketing collateral and social media content (e.g., Instagram posts and stories).
- **Administrative Operations**
 - Perform general administrative tasks such as filing, scanning, copying, and document preparation.
 - Manage office supply inventory and procurement processes.
 - Maintain accurate records and partner lists using database management systems.
 - Provide support to external vendors and contractors as needed.
- **Data & Reporting**
 - Maintain systems for tracking, collecting, analyzing, and reporting program data.
 - Support performance-based outcome reporting and evaluation efforts.
- **Event & Meeting Coordination**
 - Organize and facilitate meetings, trainings, workshops, and community events.
 - Support coordination of the U4SS Leadership Council, committees, and other strategic groups.
 - Cross-Departmental Collaboration
 - Collaborate with internal departments to strengthen employer/donor pipelines for work-based learning.
 - Assist in capacity-building efforts including training, strategic planning, and advocacy



initiatives.

- **Other Duties**

- Participate in organization-wide activities and initiatives.
- Perform additional responsibilities as assigned.

Job Requirements /Technical Knowledge

- Bachelor's degree in education, psychology, sociology, human services, business administration, communications, or a related field.
- 1–2 years of administrative experience in an office or nonprofit setting preferred.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, Teams), Zoom, and database systems.
- Experience with social media platforms and content creation.
- Equity-minded approach with a commitment to inclusive practices.
- Knowledge of program development, implementation, and evaluation, especially in educational settings.
- Event planning experience is a plus.
- Ability to manage multiple projects and priorities effectively.
- Familiarity with OCUW's United for Student Success programming and the communities served is highly desirable.

Compensation

- Commensurate with experience, education, and market \$24– \$28 per hour. Competitive benefits.

Core Competencies

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.



Company Standards

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Willing to embrace change and new technologies. Commitment to the values and mission of Orange County United Way.

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 Cover Letter and Resume To:

recruiting@unitedwayoc.org

Orange County United Way
18012 Mitchell South, Irvine, CA 92614

www.unitedwayoc.org