



## Office Coordinator

**PART-TIME:** 14-18 hours/week (2 positions)

**WAGE:** \$14/hour, some benefits

Sierra Nevada Children's Services is a private, nonprofit child care resource and referral agency that has served families, early childhood professionals and the community since 1978.

**JOB PURPOSE:** This position is the first point of contact for the majority of the agency's clients and associates. In many ways it is the "face of SNCS". Although the position incorporates job duties of receptionist and office coordinator, the expectations of the role call for support of the administrative business needs of the agency as a whole – supporting staff through scheduling, organizing and initiating or completing a wide range of administrative tasks/projects.

**EXPECTATION FOR ALL EMPLOYEES:** Support the agency's mission, vision and values by exhibiting attitudes of professionalism, collaboration, innovation, respect for coworkers, commitment to our community, and personal accountability.

### KEY RESPONSIBILITIES

#### FRONT DESK / RECEPTION

- Greets and directs office visitors with a friendly, helpful and pleasant demeanor;
- Answers all incoming calls on the office telephone system courteously and professionally;
- Responds to direct requests for information and/or forwards messages to appropriate staff;
- Keeps the lobby and general public areas in an orderly, clean and welcoming fashion.

#### OFFICE COORDINATION / CLERICAL

- Maintains general office supplies by tracking inventory, anticipating and placing orders, receiving/verifying orders, distributing orders to staff as required;
- Performs general clerical duties such as photocopying, faxing, mailing and filing to support staff; facilitates flow of correspondence to include all internal communications;
- Processes incoming and outgoing mail, including courier services; collecting, date stamping, distributing to staff and ensuring mail is delivered to the post office prior to deadline; keeps track of postage meter account and notifies Fiscal when postage runs low;
- Processes all incoming payments by documenting, making/filing receipts, and forwarding to fiscal accordingly;
- Assists with bulk mailing processes (e.g., Parent Newsletter, Provider Notes)
- May assist with coordination of special events;
- Responsible for checking in and out library materials.

### **ADMINISTRATIVE SUPPORT**

- Handles an ever-changing variety of special administrative projects as well as overflow work from departments to facilitate work flow; offers project-based support for multiple managers as directed by his/her supervisor;
- Receives and scans incoming provider attendance records on a monthly basis. Forwards copies of Stage 1 records to CalWORKs office;
- Assists with volunteer coordination.

**PERFORMS other duties and responsibilities** as requested by his/her supervisor, with a positive, solutions-based attitude and team spirit.

### **QUALIFICATIONS**

- Working knowledge of standard office procedures; work and time management techniques.
- Experience working as a receptionist and/or office coordinator, with ability to operate a multi-line phone.
- Strong computer skills with a solid knowledge of Microsoft Outlook, Word, and Excel. Must be able to access and use personal computer applications in a Windows (or equivalent contemporary operating system) environment; efficient keyboard skills are a must.
- Excellent attention to detail to accurately record information and complete forms.
- Ability to communicate effectively verbally and in writing with persons from a variety of social, cultural, and economic background. Must possess a pleasant phone manner and exemplary client service skills.
- Must be able to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees.
- Ability to effectively organize and perform work amid multiple competing priorities and interruptions.
- The ability to read, write, and converse fluently in English is required. Fluency in Spanish is a plus.
- Valid California Driver License and proof of adequate vehicle insurance.
- Able to pass a drug screening and criminal background check.

### **EDUCATION (INCLUDING CERTIFICATION AND LICENSING)**

- College Degree in related field is a plus, but not required.

### **PHYSICAL REQUIREMENTS**

The position requires the ability to use both hands in a non-repetitive motion frequently (up to 7 hours per day). The employee sits frequently and stands/walks intermittently. Must be able to lift and carry objects up to 40 lbs. Must be able to sit, stand, walk and otherwise physically function as necessary in an office environment to perform requirements of position.

**TO APPLY** please forward your cover letter and resume via US Mail, email or in person:

Attn: Christine Hoxsie, HR Administrator  
420 Sierra College Drive, Suite 100, Grass Valley, CA 95945  
ChristineH@sncs.org  
530.272.8866, ext. 223