



Join the SNCS team! We are seeking a positive, engaging and creative Office Coordinator to be the “face” of the organization. As a key member of our team, the Office Coordinator helps support families as well as staff and connects with the community.

Office Coordinator

FULL-TIME: 40 hours/week

WAGE: \$19-\$20 hour (up to \$21 for bilingual)
plus benefits (health, vacation, sick, holidays, EAP, 401(k) with 4% matching)

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”. The position incorporates job duties of office coordinator and marketing, and requires the organization, initiation and completion of a wide range of tasks and projects.*

KEY RESPONSIBILITIES

Office Coordination

- Greets and directs office visitors with a friendly, helpful and pleasant demeanor.
- Answers all incoming calls on the office telephone system courteously and professionally.
- Keeps the lobby, kitchen, Learning Center, Play Space and general areas in an orderly, clean and welcoming fashion.
- Processes incoming mail, payments, and Attendance Records.
- Maintains general office supplies by tracking inventory and handling order requests.
- Assists with Childcare Eligibility List (CEL) by answering questions and offering technical assistance.
- Assists with the childcare referral database in order to help families make informed choices regarding childcare.
- Processes family fees in accordance with agency policies and program requirements.
- Responsible for maintaining the lending library, checking in and out library materials.
- Assist with Attendance Record linking as needed.

Marketing

- Assists with the creation, editing and delivery of marketing materials.
- Participates in the development of marketing strategies in conjunction with the Executive Director; ensures that messages are consistent and supportive of the strategies.
- Manages social media accounts and helps maintain the website.
- Assists with the development, planning, coordination and execution of promotions and events in coordination with other departments.
- Manages daily playgroup activities.
- Maintains database to track fundraising efforts including donor sources and receipt of donations; assumes lead position for annual Appeal for Community Chest fundraising; writes donor "thank-you letters" and other correspondence as required.
- Assumes lead position for Annual Report including design and publication.
- Assists with the collection and coordination of articles for agency publications.
- Photographs events for social media, articles and marketing materials.
- Arranges for business cards, stationary, etc.
- Assists the Resource & Referral (R&R) Department and Program Director in community outreach and community education with regard to programs and services offered.

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.
- Working knowledge and experience with MS Word, Excel, Publisher, Outlook, and Adobe Acrobat.
- Ability to communicate effectively verbally and in writing with persons from a variety of social, cultural, and economic backgrounds. Must possess a pleasant phone manner and exemplary client service skills.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work. Strong spelling, grammar, written and verbal communication skills are essential. Fluency in Spanish is a plus.
- Ability to establish and maintain effective working relationships with fellow employees.
- Ability to effectively organize and perform work amid multiple competing priorities and interruptions.
- Must be able to maintain confidentiality.
- Valid California Driver License and proof of adequate vehicle insurance.
- Able to pass a criminal background check.

EDUCATION

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

PHYSICAL REQUIREMENTS

Mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

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@snscs.org
530.272.8866, ext. 223