

**Overview**

**Office Coordinator**

Employment StatusPart-time

Reports ToBootheel Babies and Families Project Director

Job Summary

The Office Coordinator will work closely with the Project Director to manage day-to-day operations. This individual will perform a variety of administrative and clerical tasks. Duties of the Office Coordinator include providing support to the BBF team and assisting in daily office needs. This team member may occasionally represent BBF at community events.

Qualifications:

* Must possess a high school diploma or equivalent required
* Associate’s degree, administrative courses, business courses, and/or administrative experience preferred.
* Experience working with community organizations in the Bootheel preferred.
* Excellent interpersonal skills and a commitment to representing BBF and BoRN with enthusiasm, warmth, and professionalism.

Duties

* Work closely with the Project Director to manage day-to-day operations
* Maintains discretion regarding confidential information.
* Act as a Contact between workgroups, agencies, consultants, and staff.
* Determines needs and refers problems and missing information to others.
* Sort, update, and merge data files from a variety of sources.
* Coordinate Requisitions (RFP) associated with expenditures.
* Coordinate, plan, attend, and document meetings. This may include travel arrangements and meal planning (catering) as needed.
* Be able to work flexible hours including evenings and weekends (on occasion).
* Other duties may be assigned as necessary for the ongoing effective operations of BBF.

Knowledge, Abilities, and Skills:

* Strong organizational skills.
* The ability to work independently as well as in team environments.
* Working knowledge of Microsoft Excel, Power Point, Zoom and other media platforms.
* Good attention to detail and good written and oral communication
* Be flexible and manage a variety of tasks.
* Reliable, dependable transportation
* Maintenance of a valid drivers’ license and current auto insurance (minimum of liability)

**Competitive Salary and benefits**

To apply send an email and resume to Sara@bootheelbabies.org