



Operations Administrative Coordinator

POSITION OBJECTIVE: Under general supervision, provide diverse administrative support primarily to the Fatherhood Initiative operations and secondary support to Circuit Operations and Independent Living operations. This role enhances program coordination by managing communication, scheduling, data entry, reporting, documentation and resource organization. This position requires an individual who is dynamic, energetic and shows initiative, exercises independent judgment and who can multi-task.

ESSENTIAL FUNCTIONS:

- Provide administrative support to Circuit Administrator and operations
- Perform a wide range of clerical duties including managing correspondence, scheduling meetings, creating and processing purchase orders and maintaining calendars.
- Assist with organizing fatherhood workshops, outreach events, and community partnerships by preparing materials, coordinating logistics, and supporting event registration, travel and attendance tracking
- Maintain accurate program files, participant records, sign-in sheets, and data entry in designated databases; assist in generating routine reports and ensuring compliance with documentation standards.
- Track and organize program materials, supplies, promotional items, and inventory; assist with ordering and replenishing resources as needed.
- Process basic administrative purchasing requests, track expenditures, and maintain documentation in accordance with organizational procedures.
- Prepare agendas, take meeting minutes, distribute documents, and assist with follow-up tasks to support team meetings, advisory groups, and community collaborations.
- Handle sensitive information responsibly and ensure all communications and documentation meet privacy, confidentiality, and NWF Health Network compliance standards.
- Provide courteous, timely assistance to program participants, partners, and visitors; help troubleshoot minor issues and direct individuals to the appropriate staff or services.
- Support general support of operations and perform additional tasks as requested to ensure efficient functioning of operations.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.



Operations Administrative Coordinator

QUALIFICATIONS:

REQUIRED:

- High School Diploma or GED
- Three years of office experience and/or business training
- Exercise judgment, initiative and tact, make sound decisions
- Proficiency in WORD, EXCEL and spreadsheets software

PREFERRED:

- Previous experience in social service organization
- Two years of college or advanced secretarial training

SKILLS:

- Ability to handle confidential information appropriately
- Effective verbal and written communication skills
- Ability to learn computer skills sufficient to perform all essential functions
- Ability to be sensitive to the service population's cultural and socioeconomic characteristics
- Commitment to effectively and efficiently providing customer service satisfaction with positive service delivery results
- Excellent organizational skills
- Ability to work in a diverse environment
- Excellent interpersonal skills
- Strong attention to detail
- Ability to act decisively when necessary to protect client
- Ability to establish trusting relationships
- Ability to handle stressful situations
- Ability to work flexible hours
- Excellent listening skills

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date