



JOB DESCRIPTION OFFICE COORDINATOR

Pay Rate: Up to \$20 per hour, depending on experience

Job type: part-time position averaging 20 hours per week, year round

Reports to: Executive Director

Summary of Position:

F2SPC is hiring an Office Coordinator to assist the Executive Director with coordinating and/or administering many of the organization's administrative processes, services and activities. The primary duties of the Office Coordinator include overseeing and staffing the F2SPC office; working directly with the Executive Director in managing accounting and business records; serving as liaison with community partners and other stakeholders; supporting communications with stakeholders; supporting and organizing the work of the Executive Director and the volunteer members of F2SPC board of directors.

Description of Duties:

Specifically, this individual is expected to perform the following duties:

- **Office Management:** Analyze and organize office operations and procedures to increase efficiency and productivity; receive visitors and answer phones; organize and file hard-copy and electronic documents.
- **Purchasing Assistance:** Support purchases of office equipment, furniture and supplies; assist staff in the selection of items; dispense with used equipment and furniture; maintain inventories and oversee storage of supplies and materials in the office, growing spaces, and in connection with instruction needs.
- **Communications:** Maintain and update F2SPC website, social media and other forms of communications and marketing as assigned. Follow up on email inquiries to the info@ address. Create and maintain staff and board directories. Support the Communications Committee of the board of directors in coordinating publication of newsletters, brochures, reports, annual reports and other materials shared with stakeholders. Liaise with printing vendors in connection with print copying and production of branded items.
- **Bill Paying and Payroll Assistance:** Assist the ED in coordinating prompt payment of bills and payroll processes.
- **Mail Operations:** Prepare and distribute incoming mail; mail pickup and delivery; prepare outgoing mail, including bulk mailings of printed material, and packaging.



- **Fundraising and Development Support:** Work directly with executive director to support and help execute strategic fundraising plans. Conduct research on individual, corporate, and foundation prospects. Coordinate the production of a range of materials for donor solicitation, including background materials and leave-behinds with funders. Assist in drafting proposals and funder reports. Assist with planning and executing special fundraising events and other organization-wide events.

OTHER

The person in this position follows the F2SPC Code of Conduct and maintains the confidentiality of students, teachers and staff as well as organizational processes, policies and procedures of F2SPC in the performance of duties described above.

Required Knowledge, Skills and Abilities:

- Possess professional communication skills for both internal and external communications including in-person, via email, and in written works.
- Proficiency with Microsoft Office programs including Word, Excel and PowerPoint
- Be entrepreneurial and self-directed in spirit, creative, innovative and proactive in performing daily work.
- Demonstrate knowledge and strong interest in F2SPC's mission.
- Be organized but flexible; capable of handling simultaneous tasks with a good sense of humor; set and meet deadlines.

Essential Functions:

- Regular attendance and timeliness when discharging the duties of this position.
- Possess CPR and First Aid certification or be willing to obtain.
- Be able to move materials weighing up to 30 pounds.
- Position is dependent on successful background check.

If interested, please send a one-page resume and cover letter to rachael.jones@livingston.k12.mt.us by August 1, 2020.