



ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

WHO WE ARE

For Her is empowering marginalized women in San Antonio to move beyond trauma and transform her life by providing practical resources, compassionate support, and authentic community. We are committed to providing the highest quality educational and strength-based services. We work to remove barriers, promote resilience, and advance women forward.

SUMMARY OF POSITION

The Administrative Coordinator will report to the CEO to provide strong administrative support while also assisting in executing marketing strategies, events, and program-related tasks.

RESPONSIBILITIES

- Receiving visitors at the front desk by welcoming, directing and announcing them
- Create and streamline administrative processes
- Assist with logistics for events and marketing
- Maintain schedules for staff and non-program volunteers
- Screening incoming phone calls and transferring them to the appropriate team members
- Email/phone/in-person correspondence with prospect clients, volunteers, partners, and sponsors
- Track online, cash, check, and in-kind donations in Kindful
- Create copy and graphic art for social media posts
- Keep a social media calendar
- Assist in creating e-blasts in MailChimp
- Online data entry, tracking, and organizing in Google Suite and Airtable
- Order and maintain inventory for office, online shop, marketing materials, events, and more
- Provide administrative support to Executive Director in meetings
- Manage tasks for the organization's committees
- Manage accounts payable, receivable, and run financial reports as requested
- Work within the agency's survivor and community-centered philosophies, for the benefit of one and benefit of all
- Assist to provide culturally-specific, trauma-informed, and evidence-informed interventions and care for teens, adults, and families impacted by trauma who are from diverse and/or historically marginalized communities
- Work with the Program Manager to implement and evaluate pilot programs that are both client and community facing
- Handle all incoming inquiries via the website, social media, phone calls, and email
- Maintain proper client e-files, statistics, and intake forms including client surveys, individual action plans, and reports; ensure all files are complete and up-to-date
- Maintain resources, information referrals, and collaborations that benefit the program
- Order and maintain an inventory of supplies for programs

REQUIREMENTS

- Passionate about our mission
- Enthusiastic about supporting a faith-informed organization
- Is eager to work hard but also maintain a good work/life balance
- Thrives in a highly relational organization
- Proficient in apps: Google Suite, Airtable, Quickbooks Online, Kindful, Mailchimp, Facebook, Instagram, SnapChat
- Strong organizational & communication skills
- Enjoys detail-oriented tasks
- Mobile access to email
- Enjoys meeting new people and developing professional relationships
- Excellent written and verbal communication skills
- Knowledge of quality assurance and outcome measurements, data collection methods, and evaluation concepts
- Ability to maintain productive relationships with staff, volunteers, and community stakeholders
- Enjoys working in the non-profit sector and is comfortable in many diverse settings in our community including corporate settings, faith communities, residential treatment communities, partnering agencies, client direct services, etc.

EDUCATION, TRAINING OR EXPERIENCE

- Associates Degree required
- Bachelor's Degree or Degree in Progress preferred
- Experience in Education, Public Health, Community Development, Communications, Marketing, Business, or related fields preferred
- 1 to 3 years of work experience required

HOURS, PAY AND BENEFITS

- This is an hourly position, rate of \$15/hour for 30 hours per week. Typical office hours are daytime Monday through Thursday, with some nights and weekends required. Hours are subject to change.
- This position is provided two workweeks of Paid Time Off and more than 10 paid holidays
- For Her offers employees opportunities for professional development

Please complete an application at iamforher.org/about-us/careers. For more information about us, visit iamforher.org. No phone inquiries, please.