



Central Village Job Description
Office Coordinator
Revised 05-25-15

Reports to: Executive Director.

Hourly position, no benefits; up to 10 hours per week; rate is \$12.00

Skills required: Competent with use of the computer, including Word and Quick Books; excellent organizational, communication and people skills; ability to multi-task, accomplish tasks on time; independent, self-starter and up-beat.

The job requires flexibility; tasks may not be limited to those listed.

Areas of Responsibility and Tasks:

I. Duties related to Administration

- Maintain data and support of software including Quick Books and Time and Talent (TNT), provided by hOurworld.
- Answer phone and monitor voice mail and email, distribute and/or open "snail" mail.
- Coordinate with CV Treasurer to manage bookkeeping functions, including bank deposits and paying bills.
- Maintain copy of CV calendar and distribute to Board and Committee Chairs.
- Order office supplies, equipment and other supplies as requested.
- Receive and record all payments for membership, and member outings, events and educational programs, in Quick Books.
- Ensure that admin documents are stored on the MAG share drive as appropriate.
- Manage "Announcements" on the hOurworld website.
- Send emails to members to remind them about events and other information to support community engagement.
- Post information to the Connect 60 Plus website, as needed.

II. Duties related to Membership Recruitment & Retention:

- Enter data from membership applications into data base.
- Complete security background checks, as outlined in Policies & Procedures.
- Provide Membership Chair with names and contact information of applicants ready for Orientation.
- Prepare new member packets for Orientation.
- Send out annual membership renewal letters.
- Assist members with exchanges, as requested.

III. Duties related to Ambassadors

- Maintain member prospect files and distribute information to Contact Ambassadors
- Maintain supply of marketing and outreach materials, and other printed materials for use in orientation and training of Ambassadors.
- Maintain roster of Ambassadors and current contact information.

IV. Duties related to Fund Development and Outreach

- Assist Outreach Committee, as requested.
- Assist Executive Director and Board of Directors with Fund Development, as requested.
- Send thank you letters to donors and maintain donor records.

V. Duties related to Information and Referral (IRR)

- a. Receive telephone calls from members and either direct them to the appropriate social service number or to the appropriate IRR committee member
- b. As appropriate track the calls received for IRR requests.