

United Way of West Florida Position Description

Position/Title: Office Coordinator
Reports to: Director of Operations
Exempt/Non-Exempt: Non-Exempt
Pay Rate: \$18.00 hour

General Description:

The Office Coordinator will provide payroll and human resources support to the Director of Operations. In addition, this position will provide general administrative support related to the Healthy Schools Escambia Initiative as well to the UWWF team including managing calendars for common spaces, restocking supplies, and submitting maintenance requests as needed.

Essential Functions:

- Prioritize activities related to the Healthy Schools Escambia Initiative.
- Support human resources processes by collecting time and attendance records onboarding paperwork, and training certificates.
- Provide strong administrative support, empowering team members to perform their jobs productively and efficiently.
- Communicate policy changes, and other relevant office information to team members.
- Maintain a master calendar for conference room bookings.
- Keep all office supplies stocked and office equipment in working order.
- Create and implement office processes designed to maximize efficiency.
- Maintain payroll processing systems and records by gathering, calculating, and inputting data. Verify the accuracy of payroll data entered and address any discrepancies that arise.
- Maintain organized and secure employee records.
- Support the team by completing various general administrative tasks, such as creating documents, proofreading, sending communications, and filing.
- Schedule events and meetings that take place in shared spaces, ensuring no overlap.
- Submit work orders for any repairs or maintenance required for equipment or the office space.
- Monitor office supply levels and place orders for refills.

Educational Requirements:

- Associates degree preferred
- Minimum of 1 year in clerical experience (such as: Receptionist, Administrative Assistant, and/or office related support position)

Skills and Experience:

- Excellent oral and written communication skills
- Excellent writing skills

- Proficiency with basic office equipment and Microsoft Office
- Detail-oriented precision in all areas of work
- Ability to strategize and implement new processes for increased efficiency
- Strong organizational skills, including the ability to manage multiple schedules and calendars
- Ability to prioritize tasks according to urgency and meet tight deadlines
- Strong interpersonal skills, both in person and over the phone
- Ability to comfortably multitask and shift gears throughout the workday

Physical Requirements:

- Sit at workstation for long periods (4-8 hours).
- Lift 10-15 lbs.

United Way Core Competencies:

- Mission focused
- Strong interpersonal skills
- Relationship-oriented
- Collaborator
- Results driven
- Brand Steward
- Team builder
- Self-management

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