

OIC of America

Job Title:	Administrative Coordinator
Supervisor:	Senior Director of Operations and Strategy
Salary:	\$38,000 - \$40,000
FSLA Status:	Non -Exempt
Location:	Philadelphia

ORGANIZATION SUMMARY:

OIC of America (OICA) is a nonprofit organization and the national office of a network of 34 workforce development organizations spread across the United States. Our mission is to provide underserved communities with the tools and support needed to overcome barriers to economic opportunity. We envision a world in which all people are contributing members of their families and communities. Through their efforts and ours, our participants have the opportunity to break the cycle of poverty, and aid to creating a more just and equitable society. OICA provides job and life skills training and matches our graduates with the employment needs of local businesses. Our organization and broader network have trained over 2 million people nationwide over the past 50+ years.

POSITION SUMMARY:

The Administrative Assistant will provide general administrative support to the Senior Director of Operations and Strategy and the SOAR program staff and will ensure the efficient and smooth day-to-day operation of the office and matters related to the SOAR program. The ideal candidate should have excellent oral and written communication skills and proficient in MS Office Suite, namely, Excel and general office equipment. Attention to detail and problem solving skills is a must. The Administrative Assistant should have strong organizational skills with the ability to multi-task and prioritize. The Administrative Assistant must have the ability to develop strong relationships with diverse groups of citizens who may have conflicting interests and opinions and experience engaging with executive leaders.

JOB RESPONSIBILITIES:

- Answer phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain SOAR policies and procedures
- Obtain supply needs from SOAR staff and submit to Office Coordinator
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

MINIMUM QUALIFICATIONS

- HS Diploma (Bachelor's degree preferred)
- 2-10 years of related experience
- Excellent verbal, written and interpersonal communication skills
- Excellent organizational skills
- Computer literacy, including knowledge of basic software applications and familiarity with the internet and email communications
- Knowledge of criminal justice system and/or experience with ex-offenders is preferred

EQUAL OPPORTUNITY EMPLOYER:

OICA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.