



Job Opening at Solid Ground

JOB TITLE: Administrative Coordinator

DEPARTMENT: Sand Point Residential Services

SUPERVISOR: Administrative Manager

UNION AFFILIATION: OPEIU
(Associated dues will apply)

STATUS: Non-Exempt

FTE: 1.0

SALARY GRADE: 205

Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and build skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies, and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

Job Summary: This position is part of the Residential Services Department (RS) as well as the Housing Planning, Development and Operations Department (HPDO). The Administrative Coordinator supports the overall fiscal, contractual and administrative operations of the program and provides assistance to the RS management staff and HPDO staff.

Essential Responsibilities, Duties and Tasks:

- 30% Support and coordination of ongoing agency operation at the Sand Point housing campus, including: booking meeting rooms and maintaining shared calendars for the housing campus; recording and distributing minutes for property management, construction, development, program management, and related agency meetings; assisting HPDO and RS management staff compiling data and assembling reports; assist HPDO staff and RS management with planning and tracking for projects in-progress.
- 30% Assist with the preparation of budgets and statistical outcome information for all contracts and private grant applications and collaborates with Sand Point Managers, Resource Development and Contract

Monitors in preparing and submitting applications. Route, track and maintain government contracts and numerous private grants that operate on different fiscal calendars. Prepare, submit and track contract amendments. Compile client service and demographic information from Excel database to prepare and submit all monthly, quarterly, semi-annual and annual reports. Monitor outcomes to ensure they are in compliance with contracts and prepare monthly reports; Prepare all check requests, invoices and petty cash expenditures for the Brettler I, II and III, Sand Point Family, Santos Place, Phyllis Gutierrez Kinney and Family Shelter. Monitor all program expenses to ensure they are in compliance with contract requirements and prepare monthly report for Residential Services Director, HPDO Director and Managers. Track all Children's Program expenses and submit monthly spending reports to RS Director and department Managers. Disperse and track all client assistance vouchers given to residents such as bus tickets, grocery, gas, phone and various retailers. Supervise the agency reduced fare bus ticket program.

- 10% Work to foster an atmosphere of support and safety for residents, staff and volunteers. Arrange pick up of confidential recycling, rotating HR postings; distributing materials and provide support for Emergency Preparedness Committee. Program Administrator for Equifax credit reporting account; perform credit checks for clients.
- 10% Trouble shoot copier, fax and printer problems and coordinate equipment repairs as needed. Act as primary contact for IT for troubleshooting computer issues. Assist with selection of vendors and supervise the purchase and distribution of all office supplies for staff and client supplies consisting of house wares, food, linens, clothing, and cleaning and personal hygiene products. Coordinate with the Operations, Services and Property Management in assessing building, janitorial and equipment needs for Campus housing, select vendors and supervise purchasing. Oversee the intake and distribution of all the in-kind donations.
- 10% Establish and revise administrative systems and procedures as needed. Organize and maintain financial, personnel and general administrative records and files, including annual file purge and rotation to storage. Verify accuracy of and submit all timesheets to finance, review monthly leave balances, investigate discrepancies and forward them to supervisors. Develop annual Excel timesheet files for all Sand Point Campus staff including inputting contract allocations, revising as needed to ensure contract compliance.
- 5% Work to foster an atmosphere of support and safety for residents, staff and volunteers. Help maintain order and security in the buildings and communicate/enforce program policies and procedures.
- 5 % Participate in program, department and agency meetings and relevant trainings as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

Education and Experience:

Requires one of the following:

- a) Four years of experience in government grants, contract administration, fiscal administration and office management, **OR**
- b) Bachelor's degree in finance, accounting or business management and two years of experience in contract administration, fiscal compliance and office management; **OR**
- c) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

Minimum Qualifications:

- Excellent communication skills, both oral and written.
- Experience in interpreting government guidelines and analyzing factual information and the ability to modify processes in response to changing contract requirements.
- Demonstrated experience using statistical databases and reporting systems.
- Proven ability to organize priorities, meet deadlines, and manage peak periods of activity while maintaining accurate and confidential related files.
- Ability to work weekends, evenings and holidays as needed to make contract reporting deadlines.
- Ability and willingness to work individually in a self-directed manner and as part of a team.
- Willingness and ability to work with people from a variety of racial, cultural and economic backgrounds, with various lifestyles, sexual orientations, and of all ages.
- Interest in working in an environment that provides housing and related services to women, children and youth.
- Paid and/or volunteer work experience with emergency/transitional housing programs and/or other residential programs desirable.
- Access to reliable transportation, valid driver's license, vehicle insurance that meets Washington State's minimum guidelines and the ability and willingness to travel throughout King County.
- Familiarity with issues of homelessness, domestic violence, child abuse and sexual assault, and knowledge of local resources available to assist children, youth and women impacted by these issues.

Physical Demands/Working Conditions: This position works in a crisis shelter performing specific administrative and organizational duties, 90% of the time in the office and 10% in the field at meetings. Time in the office is 85% computers, 5% meetings, and 5% phones and misc. office. Position requires employee to lift/carry 20-50 pounds seldom, and push/pull 10-20 pounds seldom. Work involves physical movement throughout the facility and the ability to climb 4 flights of stairs. Position has the ability to sit/stand as needed.

Hours and Compensation

This is a regular 40/week, union position starting at **\$25.47/hr. per year plus benefits**. Salary range (\$52,975 - \$69,899) Benefits include medical, dental, short-term and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts. Solid Ground employees may be eligible for a standard annual increase. The amount may be determined by an employee's union membership.

Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.