



Job Opening at Solid Ground

Job Title: Administrative Coordinator

Department: Housing/Broadview Shelter

Supervisor: Program Director

Union Affiliation: OPEIU

Status: Non-Exempt

(Associated dues will apply)

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.

- 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

Broadview is a 24-hour facility providing emergency shelter (10 units), transitional housing (21 units) and support services to adults, children, and youth whose lives have been disrupted by domestic violence, substance abuse, inadequate medical and mental health care, long periods of family separation, child abuse, neglect, and poverty. Support services include on site crisis intervention, case management and advocacy-based counseling, legal advocacy, information and referral, and long-term stabilization services.

The Administrative Coordinator is responsible for fiscal, data monitoring and administrative operations of the program and provides support to the Program Director.

Essential Responsibilities, Duties and Tasks

Budgets & Finance: Prepares check requests and petty cash expenditures for the shelter, transitional and building operations programs. Monitors some program expenses, to ensure they are in compliance with contract requirements, and prepare monthly reports in collaboration with the Program Director and Managers. Disperse and track all client assistance vouchers distributed from the safe such as bus tickets, grocery, gas, and gift cards for various retailers.

Data Tracking: Create and maintain databases for shelter and transitional programs. This includes data reporting, tracking and entry. Data requests may come from program leadership, external partners and funders, communications, or development teams

Record Keeping: 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.

Program Support: Purchases supplies and program equipment when needed. Coordinates with IT or external contractors for technology and equipment repairs when needed. Coordinates with the maintenance and housekeeping staff to determine building and janitorial supply and equipment needs.

Teamwork: 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 the following

- a) Two years of experience in government grants, contract administration, fiscal administration, and/or office management.
- b) Associate's degree

Also Desired:

- Paid and/or volunteer work experience with emergency/transitional housing programs and/or other residential programs desirable.

Minimum Qualifications:

- Excellent communication skills, both oral and written.
- Demonstrated experience using databases and reporting systems.
- Experience in writing check requests in alignment with budget coding system.
- Experience in monitoring budgeted expenses

- Proven ability to organize priorities, meet deadlines, and manage peak periods of activity while maintaining accurate and confidential related files.
- 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.
- 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, 100% of the time in the office. 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 four flights of stairs. Position has the ability to sit/stand as needed.

Hours and Compensation: This is a regular, union position **starting at \$25.85/hr. plus benefits.** Salary range \$25.85-\$34.11. 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.