

## OFFICE COORDINATOR

JOB DESCRIPTION – PART OR FULL-TIME

### **the rainbow project inc.**

Child & Family Counseling & Resource Clinic

831 EAST WASHINGTON AVENUE

MADISON, WI 53703

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#### **JOB QUALIFICATIONS...**

Associate degree OR equivalent, initiative, well-organized, dependable, motivated, mature

Solid experience & training in computer skills, answering telephone

Able to work well with wide-range of people, within busy not-for-profit, mental health/social service clinic

Excellent communication & problem solving skills

Bilingual Spanish speaking individuals encouraged to apply

#### **JOB RESPONSIBILITIES...**

##### **ADMINISTRATIVE DUTIES...**

- General clerical duties, typing, filing, copying
- Receptionist & answering telephones for at least 12 employees, greeting consumers & visitors to clinic
- Respond to correspondence/requests for agency resources/materials
- Assist in supervision/orientation of administrative/clerical volunteers
- Updating bulletin boards, calendars
- Assistance to administrative staff with general tasks

##### **OFFICE MANAGEMENT DUTIES...**

- Supervision of agency physical facility
- Organize & maintain common areas, libraries
- Inventory, purchase & upkeep of household, food, office, program & other supplies
- Coordinate activities with other administrative team members regarding consumer enrollment, file maintenance, tallying surveys, data compilation, scoring pre/post assessment tools
- Take minutes for agency business & administrative meetings
- Assist Executive Director in maintaining Board of Directors minutes, correspondence
- Assist Executive Assistant with mailings & correspondence, as needed

#### **BENEFITS...**

FTE equivalent of the following...

Full health/dental coverage for single employee & 50% coverage for employee plus one OR family

Paid holidays per year = 9

Paid sick days per year = 6

Paid personal days per year = 18 first year, 24 subsequent years

Continuing education reimbursement, as budgeted

Long-term disability

Professional auto & liability insurance

**HOURS...**

For an FTE position, hours are 8:45 am – 4:45 pm daily

Part-time schedule may include combination of 8:45 am to 12:45 pm days, & 1:00 pm – 5:00 pm days per week

Some flexibility in scheduling required for special events OR programming

**APPLICATION DEADLINE...**

When position is filled

**FOR MORE INFORMATION...**

**TELEPHONE...**

(608) 255-7356, extension 310

**EMAIL...**

Info@TheRainbowProject.net

**FAX...**

(608) 255-0457