

# Administrative Coordinator

## BACKGROUND

In 1990, a group of visionary women established The Women's Resource on the founding belief that **a woman who controls her finances controls her destiny**. We fulfill our mission by offering YourLife Finance Classes that teach women, and families about banking, saving, budgeting, credit management, and investment planning. We also offer financial coaching through YourLife Possibility Groups to guide and support former class participants as they change their financial attitudes and behaviors. We believe these valuable life lessons are best learned young and RISE! was created to address this need as early as possible in a young woman's life. RISE! (Your road to independence, success and empowerment), is the only program in Houston for high school girls that combines the life skills training necessary for leadership and professional success with the financial education that is critical for personal success.

## POSITION SUMMARY

The Administrative Coordinator is essential to the success of the organization and is responsible for ensuring that the office operations are efficient, program and volunteer needs are met, and the organization's staff is supported. The position is part-time and will require a weekly commitment of 20-30 hrs.

### Office Management

- Receive, open and distribute mail, answer phones, maintain office equipment, and order supplies.
- Record all donations, update donor information, and prepare and mail contribution acknowledgements.
- Manage office supply purchasing
- Ensure the office is welcoming for both staff and volunteers.
- Troubleshoot IT and equipment issues and contact vendors for repair and maintenance.
- Update office procedures as needed and establish new procedures where none exist.
- Maintain agency's info email account and distribute emails to appropriate person.
- Maintain office equipment and schedule repairs as needed.
- Coordinate volunteers for data entry, packet preparation, and administrative support
- Ensure accuracy of data into CRM database
- Maintain organizational calendar and coordinate room set-up for meetings and events.

### Executive Assistant

- Serve as liaison to board of trustees, coordinate meeting logistics, and correspondence as needed.
- Research vendors, secure quotes, and make recommendations.
- Take meeting notes, organize documents, and track data.

### Bookkeeping

- Code all incoming bills and invoices, download and print monthly invoices.
- Prepare mid-month reconciliation reports for VP of Finance.
- Annually update financial documents with BBB, Guidestar, and GHCF.
- Prepare deposits, manage petty cash, and ensure accurate recordings of activities.

## Qualifications Skills & Abilities

- Education:** Associates degree or equivalent educational experience
- Experience:** Minimum of two years in operations and/or office management
- Abilities:** Excellent verbal and written communication and presentation skills  
Knowledgeable in bookkeeping and accounting principals  
Ability to analyze conceptual and quantitative information  
Strong planner and problem solver with ability to manage multiple priorities
- Computer Skills:** Highly skilled in MS Office – Word, Excel, Access, PowerPoint  
Proficient in CRM computer systems managing donors and/or volunteers  
Experience with data analysis software  
Prefer experience with Salesforce and Quickbooks

**Reports to:** Executive Director

**Part-time Position:** 20-30 hrs. per week

### Application Process

The position will remain open until filled. All candidates are asked to EMAIL the three documents listed below to [info@thewomensresource.org](mailto:info@thewomensresource.org) Documents should be addressed to: Christine Powell, Executive Director

1. Cover letter stating how your skills are a match for the position requirements and duties
2. Resume
3. Writing sample

**Only qualified applicants that submit ALL documents requested above will be considered.**

*We appreciate your interest in our organization.*

**NO PHONE CALLS OR EMAIL INQUIRIES PLEASE**