

BREAD & ROSES PRESENTS™

Job Announcement Part-time Administrative Coordinator

Join a team of highly committed individuals who are sharing hope, healing and joy through live music with those who are institutionalized or otherwise isolated. Founded in 1974, Bread & Roses (www.breadandroses.org) uplifts 34,000 children, teens, adults and seniors by presenting over 600 live concerts annually in hospitals, special needs schools, convalescent homes, detention facilities and other facilities throughout the San Francisco Bay Area. Our office is located in Corte Madera, California.

We are a hard-working and caring organization, seeking an individual whose diligence, creativity and resourcefulness will help us work efficiently and communicate effectively with one another.

Core responsibilities include answering phones, managing a calendar, managing supply inventories, drafting correspondence, filing, coordinating office services, supervising office volunteers and event support. The Administrative Coordinator also works closely with the Executive Director and provides support for the Board of Directors.

Qualifications Required:

- Strong verbal and written communication skills
- Exceptional attention to detail
- Highly organized; able to multi-task and communicate clearly with others in order to set priorities
- Ability to plan and implement projects under the direction of others and independently
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Team player and ability to work independently
- 2-4 years of relevant experience (administrative, office management)

Qualifications Desired:

- Experience with database applications (FileMaker Pro a plus)
- Interest in social services, music and/or the performing arts

Part-time position reporting to the Executive Director (80% of full-time, less one staff furlough day per month.)

See Job Description below.

Respond by email with a letter of interest and resume to Carrie Sownie at csownie@breadandroses.org. No phone calls, please.

JOB DESCRIPTION

Part-time Administrative Coordinator

Assistant to the Executive Director

- General support of the ED to include:
 - Manage calendar and schedule appointments.
 - Draft correspondence and documents.
 - Maintain files and sort mail.
 - Oversee office operations and plan morale-boosting events for staff.
 - Other tasks/special projects as assigned.

Board of Directors

- Coordinate Board meetings and retreats as directed by the ED. Attend meetings and take minutes.
- Prepare Board meeting packets and other documentation.
- Maintain comprehensive Board related files. Maintain Board, Committee and Staff rosters.
- Assemble information packets for prospective Board members, funders, event sponsors.

Staff Meetings

- Prepare staff meeting agendas and distribute documents as needed.
- Coordinate staff events and retreats.

Facilities

- Ensure proper maintenance and repair of our office facility (janitorial service, heating and air conditioning, etc.) working with the property management company or approved vendors as appropriate.
- Manage offsite storage facility, balancing use of our office space and storage space for files, merchandise and other materials.
- Maintain organization and cleanliness of office.

Office Supplies & Machines

- Maintain inventory of office supplies and order new supplies as needed.
- Ensure that office machines such as printers, copiers, scanners and fax machine are fully operational. Basic troubleshooting and contacting service providers as needed.

Office Communications

- Lead coverage of phones for incoming calls.
- Manage voicemail, distribute messages and ensure proper operation of phone system.
- Basic troubleshooting of issues related to email, phones, calendar and coordination with service providers as need.
- Process incoming mail and distribute to the staff.

Calendaring

- Maintain the office calendar and communicate scheduling updates to staff.

- Coordinate Conference Room availability.
- Develop timelines for operations projects.
- Coordinate correspondence for special occasions, holidays, etc.

Office Volunteers

- Recruit, screen and supervise office volunteers and interns.
- Support and data entry for volunteer database.

Development Support

- Support Development team, such as data entry, event preparation, etc as needed.
- Provide support to Development and PR in managing bulk mailings.
- Solicit in-kind donations for special events, i.e. raffle and auction items, food/beverages.