



Office Coordinator

\$23.27 - \$34.66 per hour**
\$48,400 - \$72,100 annualized*
Full-time: 40 hours per week
Hourly (Non-exempt)

Background

First 5 Ventura County envisions a future where all Ventura County children are born healthy, thrive in nurturing environments, and enter school prepared and eager to learn. Catalysts for systemic change, we partner with parents, school districts, community leaders, and social and healthcare agencies to develop a service system that meets community needs. Our mission is to strengthen families, communities, and systems of care for children prenatal to 5 years through investments, expertise, and leadership so all children reach their full potential.

First 5 Ventura County (F5VC) is part of a statewide voter initiative established under the California Children and Families Act of 1998 (Proposition 10), funded through an increased tax on tobacco products.

Position Description

The Office Coordinator, under the direction of the Director of Human Resources & Operation, is responsible for providing administrative support and project coordination to all staff for First 5 Ventura County. The Office Coordinator is the first point of contact for the general public and should create a welcoming environment while ensuring the office functions smoothly and efficiently for staff. The major functions include: performing general administrative duties; coordinating logistics for meetings and events; preparing meeting minutes; coordinating procurement functions; managing phones, email, and calendars; routing daily mail and weekly mailing of checks; updating the website; answering public inquiries; and supporting special projects as assigned.

Typical Duties and Responsibilities

Duties may include but are not limited to the following:

- Maintain an organized, welcoming, efficient office environment including monitoring, maintaining, and organizing office and equipment supplies. Manage office supply orders and inventory.
- Provide culturally appropriate reception services to families and community partners: screen in-person and telephone callers, directing them to the appropriate department or person.
- Coordinate the logistics for meetings, interviews, and events (finding locations, scheduling and running Zooms, preparing packets, handling RSVPs, ordering supplies/refreshments)
- Provide support for Commission and Committee meetings including: preparing and distributing packets/materials; arranging locations or virtual meetings; recording and transcribing minutes; maintaining member rosters and calendars for required meetings; timely postings; and professional communications with members.

* annualized using 2080 hours per year; actual may differ based on when bi-weekly pay dates fall in a calendar/fiscal year.

** Starting hourly rate is typically between \$23.27 - \$27.00 per hour; however, it is ultimately determined by the scope of the position, the candidate's relevant experience, and internal equity.

- Coordinate procurement functions (e.g., obtain quotes, preparing purchase orders, placing approved orders, tracking orders, delivery, and payments)
- Coordinate the distribution of collateral and materials, manage orders/requests, and track inventory.
- Distribute/route incoming mail and packages. Process outgoing mail and determine when cost effective to use County mail system. Monitor and maintain outgoing mail supplies and postage.
- Verify and mail weekly check run; prepare and deliver deposits to banking institutions.
- Oversee office equipment repair and maintenance.
- Make travel arrangements for staff after performing cost analysis.
- Maintain website and post content, as directed.
- Respond to information requests regarding Commission, utilizing knowledge of the work of First 5 to best handle such requests. Manage customer concerns, responding to needs in a timely and effective manner.
- Organize and maintain Commission files and records.
- Maintain database for Commission contacts and mailing list.
- Assist with Requests for Applications/Qualifications processes including: preparing documents; receiving and tracking applications; and distributing applications to review committee.
- Perform typing and transcription duties. Prepare communications, forms, and documents, as required.
- Maintain desk manual to document internal procedures for position.
- Perform special projects and other duties as assigned.

Qualifications

- **Education**

Associates degree or equivalent. Bachelor's degree is desirable.

- **Experience**

Minimum two years of experience in administrative support and project coordination. Knowledge of /experience in nonprofit sector, working with a Board of Directors preferred. Bilingual English/Spanish strongly preferred.

Knowledge, Skills, and Abilities

- Experience providing administrative/clerical support and project coordination.
- Knowledge of office protocols and procedures, filing, Zoom, and office equipment.
- Proficient computer skills in Microsoft Word, Excel, Outlook, PowerPoint, Mail Chimp, and the internet.
- Ability to learn WordPress and InDesign software applications and make updates to website.
- Demonstrates attention to detail.
- Demonstrates effective written and oral communication skills.
- Ability to accurately deal with complex dictation, perform typing duties and summarize key points of discussions when transcribing minutes/meeting notes.
- Maintains open communication with staff regarding daily operating aspects of the office.
- Develops positive working relationships with staff while managing assignments from multiple people, with flexibility to respond to changing circumstances or priorities.
- Ability to meet critical deadlines and follow-up on assignments with minimum supervision.

- Takes initiative to access available resources and resolve issues.
- Exercises good judgment in recognizing scope of authority.
- Provides courteous and efficient customer service. Manages customer concerns, responding to needs in a timely and effective manner.
- Represents First 5 Ventura County in a professional manner.
- Ability to understand the various programs that First 5 Ventura County manages/supports.
- Handles confidential information with discretion and sensitivity to and respect for the privacy rights of employees, clients, client families, and providers in all communications.
- Makes decisions based on Commission policy and acceptable administrative procedures.
- Manages workload proactively and possesses the ability to prioritize multiple activities with flexibility to respond to changing circumstances or priorities.
- Demonstrates analytical and critical thinking skills. Takes initiative to resolve issues, accessing available resources/data/information to problem solve and propose solutions.
- Acts independently while surfacing important issues to supervisor and/or management and seeking clarification when needed to ensure understanding.
- Demonstrates effective verbal and written communication skills.
- Represents First 5 Ventura County in a professional manner and demonstrates courteous and efficient customer service.
- Develops positive working relationships with management, staff, contractors/vendors, and Commissioners.
- Embraces an environment of continuous quality improvement (CQI) for self and organization.
- Awareness of confidentiality laws. Handles confidential information with discretion and sensitivity to and respect for the privacy rights of employees, clients, client families, and providers in all communications.

Work Environment

- Regular travel (typically once a week) in Ventura County to deliver deposits. Occasional travel, primarily within the County and State to attend various meetings and seminars.
- May require occasional overtime and working some evenings and weekends.
- Work is sometimes physical, requiring setting up for meetings, lifting or carrying cumbersome materials of up to 25 pounds, e.g., easels, flip charts, refreshments, brochures, etc.
- Possession of a valid California Driver's License and appropriate insurance.
- This position works in the office full time.