

Title: Administrative Coordinator

Job Type: Full-time/Hourly

Job Status: Nonexempt

Hours: 40 hours a week, M-F during regular business hours

Pay: \$16.25 - \$19.25

Benefits: Paid Time Off (PTO), medical insurance, vision and dental insurance, short-term and long-term disability insurance, SIMPLE IRA match

Job Description:

Under the supervision of the Executive Director, the Administrative Coordinator provides administrative support to the Executive Director and office management for the Audio Information Network of Colorado (AINC) team. The position requires excellent judgement, compassion, flexibility, and an ability to juggle multiple assignments with varying deadlines. The Administrative Coordinator must demonstrate professionalism, good people skills, superior organizational skills, careful attention to detail, and an ability to communicate well both verbally and in writing. The Administrative Coordinator works with all levels of the organization from the board of directors, donors and funders, volunteers, listeners, and the AINC team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greet volunteers/visitors and assist if needed
- Assist individuals calling AINC's general phone number
- Assist Executive Director with daily administrative tasks
- Contact AINC listeners for surveys, record responses, and compile data
- Order and receive listener equipment and office supplies
- Enter equipment into inventory system
- Enter and update listener information (applications, contact information, preferences, equipment assigned) into the database
- Assist with posts on company Facebook page and Twitter account
- Assist with production and distribution of the quarterly newsletter
- Assist with outreach activities and resource fairs
- Run database reports as needed by Executive Director and staff
- Performs all other duties as assigned

COMPETENCIES

- Bilingual language skills to communicate with English and Spanish speaking listeners and volunteers
- Bicultural ability a plus
- Familiar with using social media in a work setting
- Ability to work independently after receiving guidance and instruction
- Positive attitude toward working with other AINC team members
- Organized and efficient at managing competing deadlines
- Competent and efficient in technological usage: software and hardware, including Google applications, MS Office, CRMs, database systems, and internet applications

- Demonstrates compassion for the blind, low vision and print disabled individuals.

SUPERVISORY RESPONSIBILITIES

- There are no supervisory responsibilities for this position

MINIMUM QUALIFICATIONS OF POSITION

- Must pass a background check to have direct contact with AINC’s listeners
- 3+ years of administrative experience
- Experience in data management software, including Microsoft Word, Access, and Excel

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

My signature on this document indicates my understanding and acceptance of these job responsibilities. I further understand that my performance of these duties will be utilized as a basis for my annual performance review.

Printed Name

Signature

Date

Audio Information Network of Colorado is an Equal Opportunity Employer (EOE), M/F/D/V/SO