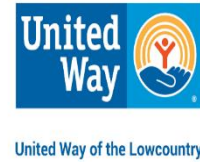


Job Title: Administrative Coordinator
Department: Administration
Reports to: Director of Finance & Operations
Status: Non Exempt, Full-Time during high season (September – March) then approximately 30+ hours/week April – August.



ABOUT US

United Way of the Lowcountry unites the community to identify and solve our most critical issues. We are dedicated to improving people's lives and creating community-level change. Our work includes leading cross-sector collaborations, advocating for public policy changes and investing in programs that create opportunities for members of our community to achieve self-sufficiency. United Way of the Lowcountry currently partners with corporate, foundation, individual, and government funders to address the community's most pressing needs and drive sustainable results. In Beaufort and Jasper counties, we're working to create a brighter future for all. We do this in two ways: by providing essential services that meet the immediate needs of our most vulnerable residents and by investing strategically in education and economic mobility programs.

Position Summary: The Administrative Coordinator is a detail-oriented and proactive role that provides coordination and essential support to our team, President/CEO, and Board of Directors. This role involves a variety of administrative responsibilities that help facilitate the smooth operation of our programs and initiatives. The ideal candidate will have strong organizational skills, a commitment to our mission, and the ability to work collaboratively in a fast-paced environment. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of this role.

1. Provide general team and office support:

- Be the welcoming face and voice for the organization; answer, screen, and direct incoming calls and greet visitors. Field routine questions and inquiries and ensure visitors and callers are connected to appropriate staff.
- Provide administrative support to staff including copying, filing, mailing, and other tasks.
- Purchase office supplies for the organization and maintain supply inventory to ensure that supplies remain in stock.
- Process incoming and outgoing mail.

- Responsible for support and maintenance of equipment; copier, postage meter, phone system. Liaison with appropriate vendors.
 - Coordinate and arrange meetings, prepare agendas, handouts, assemble packets, reserve facilities including catering as needed, and overall coordination, set-up and logistics.
 - Organize materials for presentations and speaking engagements.
2. Provide administrative support to fundraising team including:
- In partnership with team, produce and coordinate the printing, merging, stuffing, mailing, and tracking of all mailed materials to donors in support of annual campaign.
 - Compile donor packets.
 - Assist with accuracy of lists for mailers with special consideration for DeTocqueville, BOD, Palmetto Society, and non-workplace donors.
 - Assist with prospect research of donors.
3. Event support:
- Assist with planning and coordinating special events from reserving facilities, catering, coordinating ticket sales, ordering materials and swag, and overall coordination, set-up and logistics.
 - Manage invites and RSVPs.
4. Donor Management:
- Assist with CRM updates as needed.
 - Perform thorough obituary searches to maintain accurate and up to date donor records.
 - Assist in cultivating and nurturing donor relationships through targeted outreach and engagement.
 - Provide assistance to donors as needed.
5. Support of CEO and President:
- Provide support to the President/CEO, through daily management of emails, calendar, coordination of internal and external meetings, tracking tasks and managing communication. Provide and lead support to both internal and external parties with a high level of professionalism and in a manner that reflects positively on the organization.

KEY REQUIREMENTS:

- High school degree or equivalent plus two years of college.
- Minimum four years of administrative experience.
- High-level Microsoft Office and database experience with proven ability to quickly learn and use office computer programs.
- Should possess strong organization, project coordination, customer service, and problem-solving skills.
- Attention to detail essential.
- Confidentiality of donor information is critical and must be maintained at all times.
- Ability to work well with a variety of volunteers, staff and agency/community partner representatives.
- Ability to establish and deliver on priorities and maintain confidentiality as required.

Valid South Carolina driver's license, proof of auto insurance coverage, daily access to a vehicle.

- Ability to work hours outside of 8:30 am - 5:00 pm workday and to work occasional weekends and evening events.
- Professional demeanor and appearance required, choosing the correct attire to represent the United Way of the Lowcountry, Inc. in conservative environments where professional appearance and dress is mandatory.

UNITED WAY CORE COMPETENCIES FOR ALL STAFF

- **Awareness and Sensitivity to External Environment:** Situational awareness. Is aware of organization's position in the community and the effect of words and actions on that position. Being savvy in dealing with internal and external customers. Promotes and affirms conversations about and on behalf of the organization.
- **Collaborative/Inclusive Outlook:** Work in a way that builds trust, relationships, and confidence. Promote an environment that is free from personal or professional biases. Actions are both open and transparent.
- **Communication:** Speak clearly, write effectively and persuasively in positive or negative situations. Listens to executive, co-workers, employees and outside advisors in order to effectively and efficiently share information and ideas.
- **Results-Oriented Thinking and Behavior:** Demonstrate a genuine concern for effectiveness. Possess the desire to get the job done with excellence. Is focused on achieving the best results for action taken – does not settle for mediocrity.
- **Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivation.
- **Relationship-Oriented:** Understands that people come before process and are astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Environment:

The employee is in a non-confined office-type setting in which he or she is free to move about at will. In addition, the employee will travel via personal vehicle to client sites, workplace and special events, etc.

Physical Activity:

In the course of performing this work, the employee:

- Will spend substantial time standing, sitting, speaking and listening.
- Must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

HIRING RANGE AND BENEFITS

- Up to \$20 per hour with a comprehensive benefits package including:
- Employer-subsidized healthcare plan.
- Employer paid group dental, vision, and life insurance for employee.
- Other voluntary insurance plans are available.
- 401(k) retirement plan with employer contribution.
- Paid holidays, vacation, and sick leave time.
- Four day work week from Memorial Day – Labor Day.

HOW TO APPLY

Submit your resume and cover letter to humanresources@uwlowcountry.org.

United Way of the Lowcountry is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. United Way of the Lowcountry is committed to the full inclusion of all qualified individuals. As part of this commitment, UWLC will ensure that persons with disabilities are provided reasonable accommodations if reasonable accommodation is needed to participate in the job application, interview process, or to perform essential job functions, and/or to receive other benefits and privileges of employment.

United Way of the Lowcountry | 1277 Ribaut Rd, Beaufort, SC 29901 | www.uwlowcountry.org