



## JOB NOTICE

**Position:** Administrative Coordinator

**Responsible to:** Finance & Office Manager, Nissa Roberts

**Classification:** C-7; Full time, exempt

**Compensation:** \$36,000-44,000 (DOQ)

**Benefits:**

- Generous Paid Time Off
- 10 paid holidays, plus birthday, per year
- We offer fully paid medical and dental coverage for employees
- FosterClub is an OregonSaves retirement program participant

**Start date:** ASAP

**Review:** Six-month probationary period; Quarterly performance and compensation evaluations

### Position Summary

The Administrative Coordinator is responsible for providing both general and high-level administrative support to FosterClub staff and constituents and serves as the point person for forward-facing services as well as supporting internal functions such as finance, HR and executive projects. Duties are diverse, range widely in complexity, and vary from routine in nature to one-time urgent needs as well as long-term special projects. During the summer internship season the Administrative Coordinator provides an increased level of support to the Young Leaders and Training & Education departments. The successful Administrative Coordinator can work in a self-directed manner and has the ability to manage competing priorities and multiple interruptions while completing today's tasks and simultaneously preparing for future needs.

### Essential Functions

- Front office duties: answering phones, greeting visitors, mail, supply management/restocking, lead for in-house meeting logistics and other tasks necessary for daily operations.
- Fulfillment and inventory: updating online store, tracking orders, packaging and mailing publications and other goods, managing inventory counts, sales analytics.
- Finance support: entering bills, logging payments, matching check stubs, statement reconciliation, and supporting Finance Manager with other discrete finance functions. Donor management including internal tracking and external recognition.
- First-line customer support for Foster Parent Online Training subscribers including general account, login, and payment questions. Ability to use third-party storefront, payment processor, and database systems.
- Internal and external technical support: tracking and management of computers and peripherals for a Mac-based office. General telephone and network system oversight and troubleshooting. T/A to programs for technical needs such as webinars.
- Travel logistics: researching and booking all facets of travel (including air, ground, hotel, and local use of organization-owned van) for staff, constituents, and youth. Provide real-time/on-call logistical support for travelers (young leaders, All-Star interns, etc.) as needed, with increased needs from May-August.
- Key contact for FosterClub intern housing: including regular house checks and solving or coordinating maintenance or minor repair needs. Assist Young Leaders team with inventory; act as lead for purchases and replenishment of consumable supplies.
- Provides additional support, as assigned, to FosterClub All-Star interns during internship season.
- Executive Support: work with ED and COO on specific projects as assigned.

- Contract and grant management: may include tracking reporting requirements and assisting with report writing/submission, project ticket management, calendaring, and paper/electronic filing.
- Human resource support: may include policy handbook management, assistance in onboarding and exiting procedures, support for job listings and hiring procedures, HR compliance. Volunteer tracking and support.
- Works collaboratively to reduce racial and gendered outcome disparities for youth who have experienced foster care.
- Other duties as assigned - *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

### **Required Skills and Experience**

*The successful candidate will have:*

- A high school diploma or equivalent is required; AA or BA/BS is desirable
- A minimum of three years of experience and increasing responsibility in a fast-paced office environment and demonstrable competence that illustrates capacity to successfully complete the essential functions of this position.

**OR**

- Any satisfactory equivalent combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the job.

### ***Additionally, we are looking for the following competencies:***

- *Communication* - Able to communicate clearly and effectively in verbal and written forms to a variety of audiences. Able to communicate in a youth-friendly way. Able to effectively utilize social media.
- *Analytical Thinking and Problem Solving* - Able to solve a problem by using a logical, systematic, sequential approach. Approaches a complex task or problem by breaking it down into its component parts and then weighing the costs, benefits, risks, and chances for success before making a decision. Able to consistently make informed decisions, or recommend a course of action, through the application of analysis, wisdom, experience, and judgment.
- *Technology* - Able to utilize both hardware and applications typical of our office environment, including Apple products, G-Suite, Adobe products, and social media platforms. Knowledge of, or ability and willingness to learn, CiviCRM. Experience with QuickBooks Online a plus. Experience managing telephone and computer networks a plus.
- *Results* — Able to apply creative resourcefulness and problem-solving skills to get things done. Able to prioritize multiple duties, tasks and/or projects. Accountable for work outcomes and results.
- *Adaptability* - Recognizes opportunities to propose and implement process improvements that will lead to increased efficiencies, cost savings, and/or better service to internal and external stakeholders.
- *Organizational skills* - Ability to prioritize routine tasks and just-in-time requests in a fast-paced environment. Keeps others informed as to progress on tasks or projects, reports challenges that arise and provides suggested solutions to those problems.
- *Teamwork and Collaboration* - Ability to work in close collaboration with multiple team members to effectively execute both routine and special projects. Willingness to draw on in-office sources as well as external network to access relevant and useful knowledge.
- *Cultural Competency* - able to fully support a diverse team of staff and young leaders, especially youth of color and youth who may identify as LGBTQ+, or otherwise gender-nonconforming; demonstrated commitment to reducing the impacts of structural and interpersonal forms of racism, homophobia, and related oppressions. Understanding of anti-racist organizing traditions and principles a plus.

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:*

- Sit at desk keyboarding and on the telephone - Frequent
- Drive - Frequent (must have current DL, reliable vehicle, insurance; ability to drive 12-passenger van)
- Lift ≤40lbs - Frequent
- Lift ≤50lbs - Occasional
- Bend, squat/rise, twist
- Climb stairs - Occasional
- Light housekeeping or maintenance activities (in office or at intern housing) - <10% of the time

### **Expected Hours of Work**

Regular office hours are Monday through Friday, 8:30 to 5:00. *This position may periodically include work outside of regular office hours as dictated by business needs, which may include after-hours troubleshooting for travel or other time-sensitive items.*

### **Travel**

Frequent, routine local travel (1-20 miles) for errands. May transport staff, interns, or others on an occasional basis (more frequent during the summer internship season). Very occasional overnight travel may be required for program or other needs. Frequent extended local (5-150 miles round trip) travel during summer internship season, including providing transportation to/from airport and enrichment activities.

### **The FosterClub Culture**

FosterClub is located in a light-filled, open-plan office situated just blocks from the beach and downtown Seaside. We regularly welcome the well-socialized, well-behaved dogs of our staff into the office. Our dress is best described as casual to business casual. Each week includes a Wellness Hour which offers guided yoga classes or the opportunity to take a walk, meditate, or participate in other individually-directed wellness activities. Our team actively engages in both individual and collective work to support meaningful diversity, full inclusion and equitable outcomes. We provide consistent and ongoing opportunities for collaboration, innovation, and coaching. Regularly scheduled 1:1 staffings, full staff meetings, and/or program team meetings are held to allow for conversations that then lead to improved individual, team, and organizational performance. Yearly staff retreats offer time to refocus and strategize as well as space for team-building activities, shared meals, and fun.

Our days are routinely fast paced and our to-do lists can be unpredictable. We may find ourselves working long hours in order to welcome a new session of All-Star interns, complete a grant application or report, get a project across the finish line, or to assist youth as they prepare to share their experiences and recommendations with others who are committed to improving the child welfare system. We expect staff to strategically prioritize multiple tasks or projects in order to bring an assignment or program vision to life. We value a growth mindset, a can-do attitude, and the willingness to dig in to create space for "FosterClub Magic." Our work is sometimes difficult, but always rewarding. FosterClub strives to create an environment in which high levels of professional performance and accountability are the norm, balanced with the benefits and flexibility that support healthy work/life harmony.

### **To Apply**

- Please submit a cover letter and current resume in PDF format to Nissa Roberts at [nissa@fosterclub.com](mailto:nissa@fosterclub.com)
- Due to limited resources FosterClub will only contact shortlisted candidates
- Any offer made will be conditional on receipt of two references (from a recent employer or supervisor and a character reference).
- Upon receipt of a conditional offer of employment the applicant will be expected to undergo a criminal background check.

## **EEO Statement**

FosterClub is committed to building a more diverse, accessible, and fully inclusive work environment. We strive to be a workplace where people of color, LGBTQ+, and those with non-traditional career trajectories can thrive. As an Equal Opportunity Employer we are also committed to upholding applicable federal, state, and local laws and regulations prohibiting unlawful discrimination in employment on the basis of age, ancestry, gender identity or expression, marital status, national origin, political ideology, race, religion, sexual orientation, veteran status, or the presence of a physical, cognitive, or sensory disability. Black, Indigenous and other People of Color (BIPOC), LGBTQ+ folx, women and foster care alumni are urged to apply.

## **ABOUT FOSTERCLUB**

**The FosterClub mission** is to lead the efforts of young people in and from foster care to become connected, educated, inspired and represented so they can realize their personal potential and contribute to a better life for their peers. We believe that young people in and from foster care deserve to be:

**CONNECTED** - *to a peer support network and to people in the community who care*

**EDUCATED** - *about their rights, the foster care system works, self-advocacy strategies, and how to locate resources to help them succeed*

**INSPIRED** - *and empowered through the stories of people who have succeeded after foster care*

**REPRESENTED** - *by having their voices heard by policy makers, the public, and others who influence the system that profoundly impacts their lives*

We believe Experience = Expertise

Being placed in foster care can be a chaotic and difficult experience for a young person. FosterClub is dedicated to providing a peer support network for children and youth in foster care. Further, we believe that the experiences young people have in foster care place them in a position to effect change within the system, inform and motivate their peers, build public awareness and create public will for improved care for abused and neglected children.

FosterClub is about providing youth a voice within the system that so heavily impacts their lives. Whether advocating on their own behalf, in concern for siblings or family members or speaking out on behalf of their 400,000 peers currently in the system; the FosterClub websites, publications and events provide a youth-friendly network, which helps the voices of young people to be heard.

Founded in 1999 by a foster parent, FosterClub incorporated as a non-profit organization in 2000. Currently, FosterClub is the national network for young people in foster care, serving over 5,000 foster youth across the United States each year. Headquartered in Seaside, Oregon; FosterClub can be visited online at [fosterclub.org](http://fosterclub.org)