

Please email resume and cover letter to tammyj@rotacarebayarea.org.
For more information about RotaCare Bay Area, please visit <http://www.rotacarebayarea.org>

ROTACARE BAY AREA, INC.
Administrative Coordinator

This is a part-time, hourly position without benefits. The position is 28 hour a week position. The hours are Monday through Friday in the morning (somewhat flexible). The office is located in Los Gatos.

I. General Description

Under general supervision and according to general policies and procedures, provides administrative support to the RotaCare Bay Area, Inc. Executive Director. Performs moderately complex duties including preparing correspondence and reports. Uses discretion and judgment when screening visitors and telephone calls, editing materials and organizing own workload to meet established priorities.

II. Reports to:

RotaCare Bay Area, Inc. Executive Director.

III. Qualifications

- A. Post-high school education with an Associates of Arts Degree or Bachelors Degree.
- B. Three to five years progressively responsible related work experience necessary in order to gain thorough understanding of organization policies, procedures and operations to perform administrative duties such as coordinating meetings, complex computer and database management skills, and interacting with organization-wide callers and the public.

MINIMUM KNOWLEDGE OF AND ABILITY TO:

- Ability to compose, proof and edit non-routine correspondence, tables, forms and reports for structure and readability.
- Ability to draft correspondence, Proficient in statistical and narrative typing. Able to type 60 wpm.
- Excellent mathematical and statistical abilities to understand, correct, and record moderately complex financial information and patient information reporting.
- Superior telephone, communication, and interpersonal skills to interact effectively and positively with people. Must be able to use discretion.
- Ability to show understanding, patience and tact when dealing with staff and the public.
- Analytical skills necessary in order to handle non-routine, moderately complex administrative details.
- Highly computer literate with in-depth knowledge and experience, using word processing, database, graphics, spreadsheet, and online applications.
- Ability to work independently, exercise judgment and follow instructions. Able to maintain a high level of professional conduct.
- Must have excellent writing skills for internal and external communication.

- Must have the highest level of organization ability to file and maintain both hard copy and computer files.

IV. Responsibilities

- A. Independently gathers information, composes, and prepares memos, correspondence from rough draft. Proofreads and edits draft and final copy materials for appropriate and consistent format, accuracy of financial figures or other data and correct punctuation, spelling and grammar.
- B. Receives telephone calls and responds to general inquiries concerning RotaCare activities by relating or referring to established policies and procedures.
- C. Arranges meetings, schedules appointments, and maintains calendar as required.
- D. Manages central online database for all clinics for patient statistics and donor information. Responsible for training new data entry volunteers.
- E. Interacts with accounting firm on a regular basis. Documents all check requests and deposits.
- F. Conducts internet research for various items such as possible funding sources.
- G. Answers inquiries concerning the activities and the operation of RotaCare clinics and maintains workflow during executive director's absence.
- H. Attends monthly Board of Directors meeting and records minutes; presents them in written format within the time indicated by executive director.
- I. Develops and maintains record keeping and filing systems; classifies, sorts and files correspondence, records and other documents.
- J. Opens, sorts, and distributes mail.
- K. Maintains and orders supplies.
- L. Assists in design and independently edits custom online database, data collection system, data input and generation of reports.