



JOB TITLE: Administrative Coordinator

REPORTS TO: Executive Director

FLSA STATUS: Full Time/Hourly/Non-Exempt

SALARY RANGE: \$15.00 - \$17.00/Hour

QUALIFICATIONS: A bachelor's degree in accounting, finance, business administration, human services is preferred. 1-3 years of previous professional experience required. Previous office, data management, and non-profit financial experience preferred. Strong knowledge and use of Microsoft Office (Word, Excel, PowerPoint, Outlook), Sharepoint, Quickbooks, and other web-based programs that support training, research, project management, and coordination activities. Ability to input data into multiple systems quickly and accurately ensuring a high standard of quality. Excellent written, verbal and listening communications skills. Ability to follow oral and written instructions. Must be a self-starter and able to work independently as well as part of a team. Exceptional work ethic, time management, and organizational skills.

Summary:

- Responsible for working with the Executive Director concerning administrative and financial procedures. Supports the administrative and clerical functions of the Executive Director and the Nebraska Alliance.

Responsibilities:

- Assist the Executive Director in seeking out grant opportunities and with the development of grant proposals and any other promotional brochures or written materials in support of the Nebraska Alliance's mission and fundraising and outreach efforts.
- Assist in the development of data recording protocols and quality control procedures.
- Assist with the preparation of progress reports, grant management as assigned, collection and analysis of statistics from Member CACs, and other operational requirements in a timely, professional manner.
- Develop and implement surveys and other data-collection methods.
- Assist the Executive Director in completing all NCA, MRCAC, DHHS and other funding grant and financial reports.
- Fiscal responsibilities include accounts receivable and payable.
- Develop, implement and maintain financial record keeping systems (electronic and paper) that ensures appropriate confidentiality and security.
- Develop resources, educational materials, newsletters, and reports.
- Assist with Nebraska Alliance web site development and maintenance.
- Coordinate and actively participate in networking events for the Nebraska Alliance CAC membership.
- Collaborate/work with CAC staff to support and encourage teamwork and collaboration between agencies and staff involved in reporting and investigation of child abuse.
- Assist the Executive Director with special projects undertaken by the Nebraska Alliance as assigned.



OTHER:

- Must routinely submit to a thorough criminal history background check.
- Must have access to a vehicle and possess a valid driver's license and proof of insurance.
- Must be flexible with occasional evening and weekend availability.
- Other duties as assigned.

This job description is meant to describe the general nature and duties that may be required of this position within the Nebraska Alliance. It is not intended to be an exhaustive list of all duties and responsibilities associated with this job. All employment relationships with the Nebraska Alliance of Child Advocacy Centers are of an at-will nature and may be terminated at any time, with or without cause, and with or without notice. This job description does not constitute a contract of employment.