POSITION DESCRIPTION

Title: Office & Administrative Coordinator
Reports To: Senior Manager of Accounting & Operations

SUMMARY

The Office & Administrative Coordinator is responsible for providing office-wide support to ensure day-to-day operations, including events hosted at the Boettcher Foundation office, run smoothly. Provides office, facilities, administrative, and bookkeeping support to staff as directed and special projects as needed.

DUTIES AND RESPONSIBILITIES

Office/Facilities Support

- Conduct professional and warm interactions with both internal and external stakeholders; greet, welcome, and assist all visitors.
- Serve as the main point of contact for external meetings held at the Boettcher Foundation. This includes managing requests for facility use, logistics set-up, catering, location, and any other needs that arise.
- Respond to all incoming telephone, email, and mail communications, handle wherever possible or escalate/forward to appropriate staff where necessary.
- Order, organize, and maintain all office supplies, technology, furniture, groceries, kitchen supplies, and branded materials.
- Maintain and clean public spaces and storage areas, including daily opening and closing duties.
- Manage office-wide conference room, out-of-office, and info calendars.
- Coordinate with building management as needed and serve as the point of contact for all office maintenance issues and parking requirements.
- Serve as floor warden and participate in annual safety training provided through building management and relay emergency procedures to staff members.
- Ensure electronic records are well-maintained and in accordance with the electronic file guidelines; coordinate quarterly maintenance of electronic files with staff.
- Manage office-wide fixed assets; maintain inventories, property acquisitions, removals, and repairs in a timely manner.
- Obtain and act as office notary for all necessary documents.
- Support day-to-day operations of shared office technology in cooperation with applicable technology staff member(s) (e.g., phone system, Zoom Conference Rooms, printers, AV equipment).
- Coordinate office related vendor communications, negotiate quotes, and manage pilot programs prior to contract execution.

Administrative & Operational Support

- Assist with data entry, data/survey management, and reporting.
- Assist in scheduling and managing appointments, meetings, and travel logistics for staff members as necessary.
- Provide support for and help execute periodic mass physical mailings.
- Support in the onboarding/offboarding processes, including sending applicable meeting invites and assigning tasks to the appropriate employee(s).
- Plan and coordinate internal birthday and anniversary celebrations.
- Manage and triage multiple organizational inboxes, ensuring timely response, routing, and follow-up.
- Provide operational support for programmatic initiatives such as scholarship interviews and alumni events.

Bookkeeping Support

- Enter and process invoices into BILL (payment processor) on a weekly basis. Coordinate with team members to ensure complete information and timely payment.
- Coordinate distribution and collection of information for credit card expense reports.
- Ensure proper collection of W-9 and Independent Contractor Agreement documentation for new vendors/contractors.
- Monitor, summarize, and flag both physical mail and emails sent to certain accounting contacts/inboxes.
- Assist in bookkeeping, specifically including bank reconciliation preparation and transaction/journal entry recording.
- Assist in the budgeting process, including preparation of office/operational expense budgets and in review/upload of organizational budget into QuickBooks.
- Assist in the compilation of data for use in connection with external audits/reviews.

Administrative Team & Office Support

- Serves as an active member of the Foundation's administrative support team and works collaboratively with the Executive Assistant, Selection & Programs Coordinator, Programs & Events Coordinator, and other staff to provide strong administrative coverage across the organization.
- Provides backup support for the Executive Assistant as needed, particularly during absences and periods of high activity.
- Helps support programmatic events and related logistics when additional capacity is required.
- Helps create a professional and welcoming experience for Foundation guests, partners, program participants, and community members.

QUALIFICATIONS

- Associate degree or 2+ years of equivalent experience
- Advanced computer skills using Microsoft Office and office technology.
- QuickBooks Online, CRM, and survey tool experience beneficial.
- Detailed oriented with skills in multi-tasking and managing competing priorities.
- Strong interpersonal, verbal, and written skills
- Regular and predictable attendance and promptness.
- Ability to be licensed as a Notary Public.

WORKING ENVIRONMENT

- This is a full-time non-exempt office position, 8 am to 5 pm, Monday-Friday, not remote/hybrid.
- Occasional evening and weekend work required. Occasional local travel required.
- Occasional lifting of up to 45 lbs.

BENEFITS & COMPENSATION

- Base compensation (annualized) from $62,000 - $70,000 per year depending on experience
- The Foundation currently offers a comprehensive benefits package.

HOW TO APPLY

This role will remain open until filled. The preferred application date is November 23, 2026. Candidate materials will be reviewed on an ongoing basis, and initial interviews will begin in early December.

To be considered, please submit a resume and cover letter (in a single Word document or PDF) expressing your interest in the position to careers@boettcherfoundation.org and include "Office & Administrative Coordinator" in the subject line. Early applications are strongly encouraged.