Administrative Coordinator

Part-time
Non-Exempt

More Than a Bed
Foster & Adoptive Family Resource Center

About More Than a Bed

More Than a Bed is a non-profit organization that provides essential items—beds, clothing, shoes, diapers, toys, and more—at no cost to foster, kinship, and adoptive children and families. This support not only helps ease the financial expense of caregiving, it helps a child to feel seen and valued. More Than a Bed has served Southern Arizona since 2014, providing support for over 4,500 children each year. Learn more at www.morethanabed.org.

Job Summary- Administrative Coordinator

More Than a Bed is seeking an organized, proactive, computer-savvy Administrative Coordinator to assist with office operations, record-keeping, and internal communication. Working primarily with our Leadership Team, the Administrative Coordinator will help improve office efficiency by providing clerical, organizational, scheduling, and logistical support.

Responsibilities

- **Executive Assistance:** Work with the Executive Director to manage email requests, outreach coordination, calendar obligations, and other daily tasks as needed
- **Team Coordination:** Work to connect teams and departments, help communication flow, help exchange information, and assist with project management and coordination.
- **Calendar & Scheduling:** Coordinate meetings, manage and maintain team calendars, manage follow-up of action items from meetings, and track project progress.
- **Document & Data Management:** Help maintain physical and digital filing systems, help maintain SharePoint organizational system, work to transfer written documents/notes/records into digital spreadsheets/files, and adhere to MTaB data guidelines and policies.
- **Donor & Fundraising Support:** Assist with thank-you letters, mailings, appeal materials, and event coordination.
- **Clerical Duties:** Data entry, assist with running reports, and help to streamline formatting of MTaB documents.

Qualifications

- Experience: 1 to 3+ years of administrative, office, or customer service experience (nonprofit experience is preferred).
- Technical Skills: Proficiency in Microsoft 365 (Word, Excel, SharePoint), Google Workspace, and basic database or CRM tools. Knowledge in both PC and Mac platforms preferred.
- Communication: Strong verbal and written communication skills with an ability to tailor tone and messaging to different audiences (coworkers, donors, volunteers, families). Ability to follow instructions and guidelines (both written and verbal).
- Organization: High attention to detail, time management skills, and the ability to handle confidential information with discretion. Ability to identify discrepancies, obstacles, and redundancies and provide applicable solutions.

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Additional Information

- Standard Hours: 8:30am-1:30pm every Tuesday, Wednesday, Thursday, Friday, and the 1st & 3rd Saturday of each month.
- Must be punctual, reliable, and flexible with scheduling.
- Role requires interaction with donors, volunteers, staff, and supervisors
- Additional days and hours may be necessary for special events. Advance notice will be given.
- Background check will be required

Work Environment

- Work is primarily performed in a well-maintained warehouse environment, but may include exposure to various allergens, noise, and fluctuating temperatures
- May involve additional time needed at local community events

Education Requirements

- High School/GED

Physical Requirements

- Ability to stand, walk, and move throughout the warehouse
- Ability to bend, squat, reach overhead, and go upstairs.
- Visual acuity to read labels, screens, documents, and operate warehouse technology
- Capability to work in a range of environmental conditions, including varying temperatures, noise levels, and possible exposure to allergen triggers.

Mental & Cognitive Requirements

- Ability to follow verbal and written instructions with attention to detail
- Effective communication skills for interaction with team members and supervisors
- Capacity to work independently and as part of a team in a fast-paced setting
- Flexibility to adapt to changing priorities and perform multiple tasks

ADA Requirements

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the functions of the Administrative Coordinator position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

EEOC

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.