



## **Administrative Coordinator**

Dress for Success Columbus is committed to empowering all women to achieve economic independence by providing career development tools and resources, professional attire and a network of support to help women thrive in work and in life.

We uphold diversity as a cornerstone value, cultivating a culture defined by passion, collaboration, inclusion, adaptability and impact. Our organization offers unparalleled opportunities for intelligent, enthusiastic and creative individuals, eager to leave a lasting impact on the lives of women and the broader community. We are committed to empowering women, building community and transforming lives.

Dress for Success Columbus is seeking a detail-oriented and proactive Administrative Coordinator to join our team. The Administrative Coordinator will be responsible for providing administrative support to help the Executive Director efficiently accomplish key tasks and company initiatives as well as ensure efficient operation of our office. This role will involve handling various tasks related to schedule management, office management, support with stewardship & donor relations, and assisting with project management.

### **The Ideal Candidate:**

- A detail-oriented self-starter with prior experience providing administrative support to an executive leader.
- Someone who exhibits sound judgment with the ability to prioritize and make decisions.
- Energetic and eager to tackle new projects and ideas.
- Comfortable interacting with high-level executives.
- A team player capable of cultivating productive working relationships across the organization and community.
- Resourceful, can-do attitude.
- Thrives in a fast-paced environment.
- Operates with professionalism and discretion.

### **Responsibilities and Duties:**

- Manage the daily calendar of the Executive Director, including scheduling meetings, confirming appointments and travel arrangements.
- Draft, review and send communications on behalf of the Executive Director and assist in keeping the Executive Directors communications organized.
- Respond to phone calls, emails, communicate messages and information to and on behalf of the Executive Director when necessary.

- Manage office supplies inventory and purchases as necessary - work with team to create streamlined system for requests and researches cost effective options to present to Director of Operations for items outside of normal requests.
- Support team with data entry projects.
- Support with administrative tasks related to development, stewardship and donor relations such as updating records in Salesforce system, coordinate and execute “thank you” communications to donors and community partners.
- Assist in the preparation of reports, presentations, and meetings, including gathering documents and managing the logistics of meetings.
- Maintain organized filing systems, both physical and digital.
- Assist with project coordination and tracking of tasks and deadlines.
- Provide support with boutique management, such as entering inventory sheets monthly, needs based shopping for client appointments and more when necessary.
- Manage requests to external vendors, such as scheduling copier service, maintenance requests, etc.
- Offer polite, professional customer service.
- Any other administrative tasks or special projects as assigned.

#### **Qualifications:**

- Proven experience in an administrative support role or similar position.
- Strong organizational and time management skills, with the ability to multitask and prioritize workload.
- Ability to work remotely.
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Excellent communication skills, both written and verbal.
- Attention to detail and solution oriented individual with the ability to problem solve and make decisions.
- Ability to work independently and as part of a team. Self-directed, and multi-task in a fast-paced environment.
- Strong inter-personal skills and Interpersonal skills and professional customer service.
- Associates Degree Preferred

#### **Additional Information:**

- This is a part time position (30 hrs. a week).
- Hourly wage of \$20.00
- Hybrid model (Requested to be in the office at least twice a week)
- Opportunity to grow and develop within a dynamic and supportive work environment.

#### **To Apply:**

Interested candidates can send their resume and cover letter with “**Administrative Coordinator**” in the subject line to [careers@dfscmh.org](mailto:careers@dfscmh.org). **Resumes and Coverletters accepted until Friday May 17<sup>th</sup>, 2024.**