



Hispanic Center Lehigh Valley
520 E. 4th Street, Bethlehem, PA 18015

Phone: 610-868-7800

JOB DESCRIPTION

JOB TITLE: Administrative Coordinator
FLSA STATUS: Full-Time
STATUS: Non-Exempt
REPORTS: Executive Director

JOB SUMMARY

The Administrative Coordinator performs all administrative duties for the Hispanic Center Lehigh Valley. The intent of this job description is to provide a summary of the major duties and responsibilities of this position and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Essential Responsibilities and Functions Include

- Provides administrative support primarily to the Executive Director and Manager of Operations. As needed, other administrative duties to support the HCLV team may be assigned to meet organizational needs.
- Maintains and updates the calendar for the Executive Director and Manager of Operations.
- Meets and greets visitors, Board Members, community members, program participants, and funders in a professional and courteous manner.
- Maintains and updates office procedures and processes.
- Responsible for ordering, tracking, and distribution of office supplies and kitchen supplies.
- Distribution of incoming mail.
- Answers/screens/directs incoming calls to appropriate program when necessary.
- Maintain all administrative files related to contracts, expenditures, events, and programs.
- Prepares, proofreads and/or edits correspondence for external communications and posting on website.
- Manages scheduling, reporting, and communication for Board of Directors meetings, including agendas, Board packets, minutes, support materials, meals and refreshments.
- Maintains and updates Board Members contact list and terms of service.
- Assists with the coordination of special events including but not limited to HCLV's annual gala and Health Equity Summit:
 - Coordinate on-site meetings/training events and work with meeting host on all stages of planning including logistics, catering and materials.
 - Track sponsors, exhibitors, attendees and speakers.
 - Oversee onsite logistics. Work with staff to create invitations and sponsorship forms.
 - Handle all confirmation, follow-up emails and mailings related to events in coordination with Executive Director and Manager of Operations.
- Assist with back-up coverage to on-site programming as needed.

- Properly maintain conference rooms and common areas.
- Posting of outgoing mail, assistance with overnight packages.
- Scanning, photocopying and faxing, as needed.
- Responsible for maintaining check-log for incoming donations/contributions/funding sources that come to HCLV
- Posts jobs and coordinates recruitment efforts with hiring managers. This includes but is not limited to:
 - Coordinating and managing the search committee and candidate interview schedules, processing materials related to search, maintaining and documenting feedback of applicants, sending correspondence to set up the search, etc.
 - Responds to all candidates and employee inquires in a timely manner.
- Recommends new approaches, policies and procedures.
- Maintains confidentiality.
- Other duties as assigned.

Education/Training

- Associates degree preferred.
- Two years of secretarial experience.

Additional Requirements

- Bilingual (English and Spanish) preferred.
- Excellent written and verbal communication skills for contact with clients and external community agencies.
- Proficiency with Microsoft Office Suite and G-Suite platforms.
- Exceptional organizational skills.
- Ability to work with people of diverse economic, educational, cultural and ethnic backgrounds.
- Ability to work independently and as a team member.
- Ability to handle multiple tasks.
- Excellent customer service skills.

Work Schedule

- Full-time – 37.5 hours per week, Monday- Friday plus evening/weekend coverage, the third Saturday of month and as needed.

Supervision

- Supervised by Executive Director.