

Job Title: Administrative Coordinator

Classification: Full-time; Hourly wage; Not a virtual or hybrid position

Location: Maryville, TN

Position Summary:

This position conducts administrative and logistical tasks related to every area and function of our organization. Primary responsibilities include data entry, maintaining information related to donors and partners, processing accounts receivable, providing logistical support for events and meetings, and conducting advanced administrative tasks to ensure efficient team functioning. A successful Administrative Coordinator will demonstrate a strong team orientation and a commitment to quality performance.

Key Competencies:

- Models **kindness** with staff, donors and volunteers, upholding United Way's commitment to equity and inclusion
- Understands and consistently practices **responsiveness** and **accountability** to all staff, donors and volunteers
- **Communicates clearly** and professionally with people from diverse backgrounds
- **Supports** activities across all departments
- **Adapts** to changing needs and service delivery systems

Key Duties & Responsibilities:

- Data entry
- Field calls from primary phone line and assist walk-ins by referring to direct service agencies
- Maintain information related to donors and partners
- Process accounts receivables
- Coordinate, schedule, and prepare for meetings hosted internally and externally
- Attend special event committee meetings and monthly board meetings and take minutes
- Monitor and manage multiple email accounts
- Administer bulk mail communications including thank you letters, invitations, and solicitations
- Serve as liaison for Christmas Collaboration
- Track and order inventory of office supplies and printed materials
- Maintain and promote VolunteerBlount website
- Update UWBC website as needed for calendar events and board of directors portal
- Perform other duties as assigned related to entire organization

Education:

- High school diploma or GED required

Qualifications:

- 3-5 years' office experience
- Prior nonprofit experience beneficial
- Understanding of and commitment to the mission, vision, and goals of United Way of Blount County

Skills:

- Excellent interpersonal skills
- Attention to detail
- Demonstrated professionalism in conduct and communication
- Familiar with general office equipment
- Comfortable with new business systems, databases, and technology
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint)
- Familiar with Adobe applications and Canva

Salary range:

- \$17.00-\$18.00/hour

Benefits:

- Employer-paid medical, dental, & vision insurance
- Employer-paid life insurance and long-term disability insurance
- 403(b) Retirement Plan with employer contribution (eligibility requirements)
- Access to supplemental insurance through Aflac
- Generous paid leave policy
- Summer hours
- Employee Wellness Program