



Santa Cruz County

NAMI Job Description Administrative Coordinator

January 2022: Applications accepted until position is filled.

How to Apply

Please email the following items to info@namiscc.org:

- Resume
- A cover letter that briefly outlines why you are interested and qualified for the position
- Three job references with contact information (References are not contacted unless you are chosen for an interview.)
- Only complete applications will be considered

NAMI (The National Alliance on Mental Illness) of Santa Cruz County exists to educate, advocate, and support those affected by mental illness, their families, friends, and our community. We believe in creating compassion, hope, equity, and empowerment for all those with mental health conditions and their families. We have a dedicated Board of Directors, staff, talented teachers, peer leaders and many other volunteers who together operate various nationally recognized programs and provide a range of compassionate services for families, clients, schools, providers and the community.

SUMMARY: The Administrative Coordinator, under the supervision of the Executive Director, provides broad administrative support for the organization.

Duties include, but are not limited to, coordinating and supporting the Executive Director with administrative and organizational management duties; providing scheduling, coordination and supports for the board, committees and task forces; offering office and supply coordination; providing coordination for contracts, grants, and reporting; bringing HR supports such as coordinating outreach and hiring for open positions, processing new employees, coordinating timecards and maintaining confidential records. Perform additional duties as assigned.

GENERAL DUTIES AND RESPONSIBILITIES:

- Work closely with the Executive Director, staff, and board to ensure NAMI's programs, advocacy, and services reflect NAMI's mission, strategic plan, and goals.
- Provide a range of NAMI's administrative and office supports in a warm, welcoming environment, offering staff, volunteers, board, community partners, visitors and callers compassionate, responsive service.
- Work with the Executive Director to ensure the coordination of excellent, effective NAMI internal and organizational management operations.
- Provide the Executive Director with daily, flexible support for scheduling, meetings, emails, written reports, follow-ups and other administrative tasks. Occasionally attend community meetings as assigned.
- Ensure supplies and materials are available for classes, mailings, speakers' meetings, and events.
- Process daily mail, bills, and email. Work closely with staff and the bookkeeper to ensure timely coordination of such areas but not limited to grantors' correspondence, donations, contract reimbursement, monthly bills and contract correspondence.
- Provide a range of employee support and coordination such as the support of recruitment and hiring of new employees; processing employee and volunteer reimbursements and employee timecards; Ensure

maintenance of confidential employee records.

- Organize and maintain NAMI's and the Executive Director's electronic and paper files, ensuring confidentiality in all matters.
- Coordinate the scheduling of activities for the Advocacy, Fund Development Campaign and various projects led by the Executive Director
- Maintain a calendar of grant, contract, and reporting deadlines. Work closely with the Executive Director and staff to ensure timely completion of grants, reports, and contracts. Duties include occasionally writing drafts of reports and meeting minutes.
- Support the scheduling and convening of NAMI's board, committees, and task forces. This can include preparing documents with the supervision of the Executive Director such as agendas, the monthly budget report to the board, resources or documents needed for decision-making, minute taking, and follow-up.
- Work with the Executive Director, board and staff to support NAMI's strategic directions and fund development. This is not limited to but can include staffing events and supporting volunteer and donor stewardship in a variety of ways.
- Other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

- High school diploma or GED. A.A. or B.A. preferred.
- Two to three years of progressively responsible experience in the areas listed above is required.
- Experience with the nonprofit or mental health field is a plus.
- Demonstrated expertise in office coordination.
- Demonstrated excellent oral and interpersonal communication skills.
- Attention to detail, excellent organizational skills, flexibility, adaptability, along with the ability to work independently.
- Experience in dealing with the public, including coordinating meetings and presentations.
- Experience in writing brief, cogent reports and in creating budget documents with Excel.
- Proficient in the use of technology, the use of email and MS Office Suite.
- Experience with Excel, specifically data entry, formatting and calculations of data for reporting purposes.
- Experience in the use of InDesign, Canva, and Mailchimp **desired**.
- An ability and interest in learning new technologies.
- Ability to work occasional evenings and weekends.
- Ability to clear a criminal justice fingerprint background check and possession of a valid CA driver's license.
- Demonstrated respect of all individuals regardless of socio-economic background, culture, religion, sexual orientation, disability or gender identity.
- A car, insurance, valid driver's license, and clean DMV record for travel is required.

DEMONSTRATED ABILITY TO:

- Offer diplomacy, integrity, and tact while maintaining confidentiality working with volunteers, peers, donors, staff, community partners, and board members.
- Adapt to a rapidly changing environment with the ability to respond, change directions quickly as needed, and manage with a calm, mindful approach.
- Be committed to NAMI's mission and goals.

COMPENSATION: (salary) Full time 40 hours a week, \$27-\$30 an hour, benefits

NAMI of Santa Cruz County is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, breastfeeding, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.