



RHODE ISLAND COMMUNITY
FOOD BANK

Job Description

Title:	Office Coordinator
Reports To:	Director of Administration
Department:	Finance/Human Resources
Exempt/Non-Exempt:	Non-Exempt/Hourly
Work-From-Home Eligible:	No

Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Primary Function:

The office coordinator position is responsible for coordinating all the activity of the Board of Directors and providing administrative support to the CEO. Also, the office coordinator is responsible for coordinating all the activity of the reception team, providing administrative support to the human resources and finance department. Finally, this position is responsible for maintaining all office equipment and coordinating technology issues with the outside technology vendor, under the direction of the director of administration.

Responsibilities:

Board of Directors & CEO Support Duties:

- Coordinate meetings of the Board of Directors, Finance Committee & HR Committee to ensure that they are properly organized, and all materials are distributed in a timely manner.
- Prepare minutes for all meetings of the Board of Directors and HR Committee of the Board.
- Update the annual Board manual.
- Provide administrative support as requested by the CEO.

Reception & Administrative Duties:

- Coordinate the work of the reception staff to ensure that the team provides prompt, courteous and efficient response to callers and maintain the reception schedule to ensure that the reception desk is covered during regular business hours. Cover reception as needed.
- Prepare the quarterly newsletter in conjunction with the Director of Administration and the Director of Communications.

- Coordinate the job posting administrative process (placing job ad, maintaining the LinkedIn and other job posting social media sites, tracking incoming resumes).
- Track job applicant data for Affirmative Action Plan reporting purposes.
- Responsible for scheduling interviews for all job candidates, in coordination with the hiring manager/director/chief officer.
- Maintain an up-to-date employee organizational chart and employee demographics.
- Provide administrative support for the human resources and finance department, as requested.
- Maintain the reception manual to ensure that it remains up to date and relevant.
- Maintain the Organization's files accordance with the Food Bank's *Document Retention and Destruction Policy*.
- Coordinate the 2 annual staff outings.
- Maintain lunchroom/coffee supplies.
- Other administrative duties & special projects, as requested.

Office Equipment & Technology Support Duties:

- Maintain office equipment, including printers, fax machines, copy machines, postage meter and other office equipment, by trouble shooting minor issues and coordinating service calls and agreements.
- Troubleshoot minor computer issues before reaching out to the outside IT vendor.
- Act as a liaison between RICFB staff and the outside IT vendor to ensure all service requests are being attended to in a timely manner.

Required Skills/Abilities:

- Strong interpersonal skills and the ability to work effectively with a wide range of individuals in a diverse community.
- Excellent verbal and written communication skills.
- Organizing and coordinating skills.
- Proficient with Microsoft Office Suite or related software.
- Familiarity with Adobe and Visio, helpful.

Education and Experience:

- Bachelor's degree in human resources business, communications, or equivalent field and/or equivalent experience.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

I have read the above job description and I understand the job responsibilities that have been set forth.

Employee Signature _____ **Date**_____