JOB DESCRIPTION

| **TITLE** | ADMINISTRATIVE PROJECT COORDINATOR  |
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| **Reports To:**  | [Insert Title] |

**Job Purpose**

The Administrative Project Coordinator is an important component of [Organization Name] since they ensure the core functioning of the organization and are key to successful daily operations. They ensure constant communication between internal and external sectors, ensure information and technology is maintained and use seasonal projects to propel [Organization Name] forward in our mission to support and advocate for [Insert Organization Goal/Value].

**Duties and Responsibilities**

Overall Responsibilities:

* Provide consistent support to ensure the efficient operation of the [Organization Name] office.
* Greet visitors and guide them where they need to go.
* Answer queries and create a welcoming environment.
* Manage and organize files and databases in a secure manner, including both hard copy and soft copy materials.
* Manage emails, phone calls, maintenance of phone lines with applicable closures and program changes at [Organization Name].
* Manage security codes of [Organization Name]’s building
* Answer phone calls and take messages; screen or redirect them when needed.
* Coordinate bookings.
* Calling for routine repairs as well as emergency repairs to office equipment.
* Receive deliveries and invoices and double check for accuracy
* Making sure the relevance and currency of the website and bulletin boards are updated regularly
* Liaise with building contractors and ensure cleaning is meeting standards
* Make social media posts on behalf of the organization
* Manage internal correspondence between sectors as well as applicable external partners
* Assist with staff and client programming when needed
* Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
* Ensuring project deadlines are met.
* Determining project changes and developing project strategies.
* Assess project risks and provide solutions where applicable
* Create a project management calendar for fulfilling each goal and objective.
* Manage monthly Outreach statistics for reporting
* Additional duties as assigned

**Qualifications**

* X years of experience in clerical, administrative, or office work
* Proficient computer skills, specifically the Microsoft Office Suite.
* Outstanding verbal and written skills.
* Adaptable to changing demands on schedules and routines.
* Exceptional attention to detail.
* Experience in data entry.
* Must possess exceptional multitasking skills.
* Must possess excellent interpersonal skills.
* Must possess exceptional organizational skills.

**Working Conditions**

* Some overtime may be required
* Some travel may be required
* Extended periods of sitting and exposure to computer screens