



Administrative Services Coordinator

Company Overview:

The Children's Services Council of Leon County (CSC Leon) is a catalyst for positive change to improve the lives and outcomes of children, youth, and families in our community. CSC Leon was approved by its community in November 2020 and established in May 2021 to provide children with early learning and reading skills, development, treatment, preventative and other children's services. CSC Leon is committed to investing in three areas: Success in School & Life, Healthy Children, Youth and Families, and Stable & Nurturing Families and Communities. Its goal is to ensure all children and youth in Leon County are socially, emotionally, and physically equipped to reach their full potential.

Job Summary and Responsibilities:

Serves as the main point of contact for CSC Leon, providing high-level administrative support by overseeing all CSC Leon office operations, to include handling information requests, performing routine administrative functions (e.g., preparing correspondence, receiving visitors, arranging conference calls and trainings, and scheduling meetings). Also serves as executive support for the Council and Executive Director. May also train and supervise clerical staff.

Example Activities:

- Prepare responses to correspondence containing routine inquiries.
- Transmit information or documents to customers and internal team using computer and/or mail
- Schedule and prepare materials for internal meetings
- Manage schedules for trainings, meetings, and external meeting room requests
- Manage daily business office operations which include supply tracking, equipment monitoring, building maintenance, meeting space and Technology support.
- Collaborate with the Communications department to provide support for ongoing events and trainings
- Provide additional support to the Finance department by reviewing and tracking business office expenses
- Manage and maintain executives' schedules, meetings, and training.
- Personal assistant to the Executive Director
- Governing Council Liaison and minutes recorder
- Plan, prepare and organize all council activities, schedules, and meetings

Required Competencies:

- **Meeting Coordination:** Experience with scheduling and meeting preparation for executives. Plan and prepare subsequent meetings and material in preparation for upcoming meetings.
- **Organize travel arrangements for staff:** Familiarity with plan all arrangements for business travels including preparing schedules and booking transportation, dinners and accommodations for Executive Director and other managerial staff as necessary.
- **Use different communication channels:** Knowledge of making use of various types of communication channels such as verbal, handwritten, digital and telephonic communication with the purpose of constructing and sharing ideas or information.

- **Process commissioned instructions:** Experience with process instructions, usually oral ones, provided by managers and directives on actions required to be made. Take note, inquire, and act on the commissioned requests.
- **Use office systems:** Knowledge of making appropriate and timely use of office systems used in business facilities depending on the aim, whether for the collection of messages, client information storage, or agenda scheduling. It includes administration of systems such as customer relationship management, vendor management, storage, and voicemail systems.
- **Use Microsoft office:** Experience working with the standard programs contained in Microsoft Office at a capable level.
- **Liaise with managers:** Familiarity with liaise with managers of other departments ensuring effective service and communication, such as. sales, planning, purchasing, finance, communications, and training.
- **Time Management:** Managing one's own time and the time of others.
- **Organization:** The ability to create and follow systems to complete tasks
- **Critical Thinking:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Adaptability:** The willingness to embrace new ideas and processes to complete tasks
- **Teamwork:** The willingness to include others and contribute to collective ideas and goals of the organization
- **Decision Making:** The ability to make an informed selection that leads to a direct course of action
- **Emotional Intelligence:** the ability to perceive, use, understand, manage, and handle emotions of self and others

Preferred Competencies:

- **Manage office facility systems:** Familiarity with management and serviceability of the various office systems needed for the smooth and daily operation of the office facilities such as internal communication systems, software's of common use inside the company, and office networks.
- **Coordinate events:** Experience with leading events by managing budget, logistics, event support, security, emergency plans and follow up.
- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.
- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Professionalism & Work Ethic:** The ability to demonstrate accountability, effective work habits and integrity
- **Project Management:** Initiates, structures, and carries out steps to complete projects and tasks
- **Initiative:** The willingness to perform needed tasks without being asked or directed

Physical Demands & Working Conditions:

The employee performs work in a normal office setting within a reasonable environment. While performing the duties of this job, the employee may be required to perform local and non-local travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Compensation:

\$42,000 - \$46,000 plus benefits, commensurate with experience and qualifications.

For consideration, please email a cover letter and resume to jclay@csleon.org. A database application will not be accepted.