



## **United Way of Pennsylvania Administrative Coordinator**

**Reports to:** UWP President/PA 211 Executive Director

### **Goals:**

- 1) Establish relationships with Boards of Directors of PA 211 and United Way of Pennsylvania, and support board engagement.
- 2) Provide excellent customer service to members and partners for both organizations.
- 3) Assure accurate and timely accounting support, in close working relationship with UWP's Finance Manager
- 4) Deliver proactive administrative support to the President and Executive Director
- 5) Increase organizational efficiency by improving electronic file organization and establishing conventions for the whole team to follow.

### **Key Responsibilities:**

Board Support for United Way of Pennsylvania and PA 211

- Transcribe Board minutes for UWP
- Prepare Board Meeting Notices for UWP and PA 211
- Prepare and post board meeting materials for UWP and PA 211
- Record and track Board Meeting attendance for UWP
- Track length of service of board members for UWP and PA 211
- Help President/Executive Director ensure balance of Board Membership per the bylaws and nominating goals of UWP and PA 211

File Management

- Maintain all electronic and paper files in accordance with the UWP Document Retention Policy, including deletion of files per the standards of the document retention policy
- Create and assure ongoing implementation of file storage and naming conventions for use by all staff, and organize UWP's electronic files to comply with these conventions

Accounting Support for United Way of Pennsylvania and PA 211

- Keep log of all checks and online payments received for UWP and PA 211
- Manage collection of UWP Credit Card statements and receipts on a monthly basis
- Prepare bills and check requests for payment on a frequency determined by the Finance Manager
- Assist the Finance Manager to Provide documentation for annual UWP audit or financial review

Grants Management Support

- Maintain electronic files for all grant contracts, subcontracts, and reporting requirements
- Mail checks and documentation as directed by Finance Manager

### Administrative Support

- Assist UWP President and PA 211 Executive Director by scheduling appointments and helping to maintain the executive's calendar
- Prepare communications such as memos, emails, invoices, reports and other correspondence
- Edit documents
- Operate copy machine, administer cloud-based phone system configuration with support from vendor. Serve as primary point of contact with office operations vendors for phones and printer/copier, as well as UWP's IT consultant
- Prepare mail merge letters and communications as needed
- Assist with event planning and logistics as-needed
- Track registration and payment for events
- Answer phones
- Open and distribute mail, monitor requests for 211 marketing materials and pack/ship marketing materials
- Support hiring and onboarding processes by posting positions, collecting applications, coordinating interview schedules, processing new staff forms and doing benefit data entry
- Manage annual Membership Investment Process and track membership status
- Order office supplies
- Manage reservations for shared meeting space and equipment

Other duties as assigned by the President or Finance Manager

### **Minimum Requirements:**

Good organization, time management and scheduling skills

Proficient with Microsoft and cloud-based file storage, including One Drive, Word, Outlook, Excel and Powerpoint

Strong communication skills

Ability to multitask and manage several projects at once

Ability to work independently and deliver significant portions of projects with little to no oversight

This is a full-time position. This position is non-exempt under the FLSA.

### **Salary and Benefits:**

United Way of Pennsylvania offers a competitive benefits package which includes health care, vision, dental insurance, paid time off, and a 401(k)-employer match. UWP maintains a hybrid working environment, with a combination of office days and work from home days. The starting salary for this position is \$40,000 plus, depending on qualifications and experience.

### **To Apply:**

Please email a cover letter and resume to [info@uwp.org](mailto:info@uwp.org) by October 23, 2022.