

**Links for Life  
Nonprofit 501c3  
POSITION DESCRIPTION**

**POSITION TITLE:** Office Coordinator  
**REPORTS TO:** Executive Director  
**FLSA STATUS:** Non-Exempt; Part-time position, 20 hours per week

**Office Coordinator Job Purpose:**

Provides business administrative duties to ensure office processes run smoothly. Manages employee documentation, daily activities, and employee-related functions. This position will train and manage office volunteers and coordinate volunteers to represent Links for Life at health fairs and community events.

**Job Duties:**

- Assists with Walk-in clients when front desk volunteers are not available
- Ensures phones are answered in a timely manner and are directed to the appropriate individual
- Tracks and records all donations made to Links for Life into Bloomerang. Ensure that all thank you letters and receipts for donations are mailed in a timely fashion
- Works closely with the treasurer and bookkeeper to ensure all bank deposits are allocated to appropriate programs/events. Include participating in the billing and accounting duties, ie. resolving billing questions and managing invoices
- Manages documentation, including contracts, timesheets, leave and PTO documentation
- Schedules appointments for Patient Advocate
- Coordinates volunteer orientation and training with support of other staff
- Coordinates volunteers to represent Links for Life at health fairs and community events
- Communicates with staff for the purpose of ordering office supplies and planning of meeting rooms
- Oversees and posts events, programs, and services on a monthly calendar and social media
- Organizes staff meetings, assists, and coordinates board trainings, board of director and executive board meetings
- Responsible for incoming and outgoing mail
- Oversees property management services, including maintenance of building and ordering proper janitorial supplies
- Keeps office organized to promote an efficient working environment
- Supports all Links for Life events
- Coordinates college interns
- Some nights and weekends required
- Other duties as assigned

**Qualifications and Skills:**

- Bilingual in Spanish preferred
- Prior experience in office management preferred
- Some college preferred
- Ability to implement procedures in a fast-paced and evolving environment
- Experience in customer service
- Exceptional verbal and written communication skills
- Computer literacy, including proficiency in Microsoft Office programs
- Attention to detail
- Highly motivated
- Excellent time management skills
- Strong decision making skills
- Ability to work under pressure
- Critical and creative thinking skills
- Ability to work well without supervision

Submit cover letter & resume to Links for Life at [staff@linksforlife.org](mailto:staff@linksforlife.org)