



# Bilingual Administrative Coordinator

## Job Description

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<b>Date Posted:</b>	7/25/2022
<b>About North Marin Community Services</b>	North Marin Community Services (NMCS) is a non-profit organization whose mission helps to empower youth, adults, and families in our diverse community. We serve 11,000+ people in need each year, providing comprehensive services to help people achieve well-being, growth and success. Join an organization dedicated to providing a supportive and professional working environment. Located in beautiful Novato/Marin County/CA, our workplace culture is driven by our five values: teamwork and collaboration, equity, excellence, integrity, and learning and continuous improvement. Visit <a href="http://www.northmarincs.org">www.northmarincs.org</a> to learn about the impact of our services, and how you can make a difference in Novato.
<b>Job Title:</b>	Bilingual Administrative Coordinator
<b>Status:</b>	Full-time, hourly non-exempt (40 hours per week). Schedule is Monday-Friday from 8 a.m. – 5 p.m.
<b>Salary Range:</b>	\$25.00 - \$26.00/hour. Generous benefit package including medical, dental, and vision benefits, life insurance, earn up to 3 weeks PTO (mental/physical health and vacation) in your first year, 12 paid holidays/year, employee assistance program, up to 2% retirement employer match, and childcare discount. Sign-on bonus of \$1000.
<b>Reports to:</b>	Director of Operations
<b>Purpose:</b>	This position serves as an ambassador for the organization and is responsible for coordinating the administrative functions at 680 Wilson Ave. This includes cultivating relationships with Child Development families and other NMCS participants, interpretation and translation for Spanish-speaking families, health and safety awareness, facility rentals, and other functions requested by management.
<b>Essential Functions:</b>	<ul style="list-style-type: none"><li>• Serve as the front desk ambassador at 680 Wilson Ave Center to greet and cultivate relationships with families, participants, volunteers, contributors, community partners, and vendors in a customer-service friendly way.</li><li>• Perform administrative duties including ordering office supplies for the organization; responding to inquiries; setting up and maintaining files and record systems; sorting mail and maintaining employee mailboxes; photocopying; operating telephone main terminal; maintaining logs for visitors, vendors, and deliveries received.</li><li>• Daily monitoring and response for all emails sent to <a href="mailto:info@northmarincs.org">info@northmarincs.org</a>.</li><li>• Serve as office equipment lead, providing support to staff and coordinating repairs and service with vendors as needed for equipment including copiers, postage meter, etc.</li><li>• Collaborate with Director of Operations for supply ordering and refills.</li><li>• Conduct finance support functions such as preparing daily deposits for the Finance Office; occasionally processing counseling billing; receipting payments; processing credit card payments, and other duties as assigned.</li><li>• Receive approved in-kind donations in an efficient manner, recording donations with donor information as requested by Development staff.</li><li>• Follow health and safety regulations and comply with organization's policies and procedures. Conduct health screenings for anyone entering the buildings when appropriate.</li><li>• Support interpretation and translation of materials for Spanish-speaking families.</li><li>• Ensure the front lobby and entry area is inviting, clean and professional and in alignment with NMCS values</li><li>• Cross-train with Case Management Specialist at 1907 Novato Blvd. and serve as administrative alternate at the Front Desk and provide support logging Case Management voice mails as requested.</li><li>• Support the Child Development food program. Become ServSafe-certified to assist in the kitchen for a small portion of each day, including procurement of weekly supplies and accurate data entry to record meal delivery.</li></ul>

- Support Child Development Program with sign-in and sign-out processes including verifying that youth have been signed out by the appropriate parties before leaving the facility. Greet participants from all programs.
- Other duties as assigned
- Maintain current CPR and First Aid Certification (willing to send to training).
- Job may include walking up and down stairs, standing, lifting and moving small items of up to 25 lbs.

**Qualifications:**

Required Qualifications:

- Fluent in English and Spanish, both verbal and written. Effective and clear verbal and written communication.
- One year of experience in an administrative role, including using a multi-line phone console. Knowledge of general office procedures.
- Be committed to providing excellent customer service and enthusiastic about creating and maintaining a welcoming atmosphere
- Strong organization skills.
- Experience coordinating projects, multi-tasking or small services/programs
- Able to work well with people, establish cooperative working relationships with staff, volunteers, donors, participants, and other visitors at all levels within and outside the organization.
- Ability to exercise good judgment and discretion
- Able to work independently as well as part of a team.
- Intermediate in Microsoft Word, Excel and Outlook
- Maintain current ServSafe, CPR and First Aid Certification (willing to send to training).

Preferred Qualifications:

- Bicultural
- Experience working with children

Conditions of Hire:

- Fully vaccinated against COVID-19 unless granted a medical or religious exemption.
- Pre-employment health exam including proof of vaccinations and TB test clearance.
- Criminal record clearance or exemption from California Department of Social Services. All convictions other than minor traffic violations require an exemption, including convictions that have been expunged.

**To apply for this position:**

Please visit <https://www.northmarincs.org/careers-internships/>

**Equal Opportunity**

North Marin Community Services welcomes and encourages all qualified candidates to apply – especially as we recognize that people bring experience and skills beyond just the technical requirements of a job. We also know that self-doubt can sometimes get in the way of stretching professionally, so if your experience is close to what you see listed here, please consider applying. We value our differences and respect everyone – regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, citizenship status, marital status, genetics, AIDS/HIV, medical condition, political affiliation, disability, age, status as a victim of domestic violence/assault/stalking, or military/veteran status. If you have a disability and need assistance and/or accommodation with applying for a job, please contact [hr@northmarincs.org](mailto:hr@northmarincs.org) or 415-892-1643 ext. 224.