Administrative Coordinator

The Administrative Coordinator is responsible for the administrative details at the Keene Senior Center.

The Keene Senior Center is a very busy activity Center. This task involves support for all the front office functions including National ABLE Network administration, membership and volunteers as well as program support. The position reports directly to the Executive Director. The position is part time with hours ranging between 20-30 hours a week depending on the status of The Senior Center and a flexible weekly schedule agreed upon with the Executive Director. When open, The Senior Center’s hours are 8:30 am to 4:30 pm, Monday to Friday.

* Administrative
* Keeps current with Senior Center’s operations and procedures;
* Manages the Center operations when needed or in the absence of Director.
* Keeps current and accurate program records and reports as necessary.
* Supports work with related partner agencies, organizations and businesses.
* Schedule front office National ABLE Network job trainees and volunteers. Supervise their work, as appropriate
* Open and close the Senior Center and Thrift Shop on days assigned
* Supervise and train the front desk volunteers, manage voicemail messages, answer the phone, complete membership paperwork, and file paperwork appropriately
* Manage daily balance of the cash box and complete daily bank deposits on days assigned
* Supervise the copying, scanning and filing of all Senior Center bills and invoices
* Information Technology
* Responsible for the overall internal management of MySeniorCenter relational database
  + Communicate directly with MySeniorCenter database customer support
  + Supervise train the collection of information to enter data and maintain the MySeniorCenter database (i.e. programs, membership, events, activities, track membership/activities statics)
  + Technical Support
    - Provide (coordinate) technical support to staff
    - Coordinate outside computer help with volunteer consultants
* Maintain and Utilize Resources:
  + - Documentation Notebooks for Assistant Director, Front Desk Duties (including telephone), and MySeniorCenter
    - Contact various Help Desks for technical assistance as needed (i.e.: myseniorcenter, Microsoft, GoDaddy)
    - Administer PayPal in coordination with Marketing Coordinator
* Membership
  + Create and mail monthly invoices and supervise follow up, including reminder calls
  + Manage and record donations, send thank you greeting cards/notes, and acknowledgements
  + Purchase supplies for the Senior Center, as needed
  + Assist with the administration of facility rentals and maintain rental paperwork
  + Manage and maintain program fees (as needed)
  + Supports the planning and implementation of all virtual programming.
* Volunteer / Interns
* Assist the Executive Director in recruiting, interviewing, selecting, screening, training, coordinating, and supervising volunteers, including program-specific volunteers.
* Assist the Executive Director in recruiting, interviewing, and supervision of interns
* Attend student volunteer/career fairs
* Development

Large Special Events/Fundraising /Appeals

* Track and maintain program exhibitors and sponsors information regarding special program events
* Track and maintain fundraising reports
* Assist the Executive Director with annual appeals
* Assists Executive Director with identifying funding sources and writing grants.
* Assist the Executive Director and Development Committee with fundraising events
* Membership on Development, Events and 50 and Better Expo Committees
* Assist Team (Executive Director, Marketing Coordinator and CV@H program)
* Support management of apartments.
* Support focus groups, survey development and survey administration. Assist with developing program performance measurements and monitoring results.
* Support special projects
* Attend meetings and events as needed
* Education and Experience
* Proficient computers skills and knowledge of relevant business software (Microsoft Office).
* Grant support and administration (preferred)
* Knowledge of basic office procedures and practices
* Experience with working with senior population and/or membership-based organization
* Bachelor degree or relevant experience
* Key Competencies
* Organization and planning skills
* Written and oral skills
* Information gathering/monitoring skills
* Judgment and decision-making experiences
* Initiative (ability to self-direct)
* Respect for confidentiality
* Attention to detail and accuracy

Position is part-time with hours to satisfy Senior Center needs. Occasional weekend or travel required.

May 2021