***Sarah’s Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations.****Our services and initiatives focus on ending relationship violence through domestic violence crisis intervention, community education, and violence prevention programs for youth.*

**Job Title:** Facility and Administrative Coordinator **Department:** Administrative

**Reports To:** Finance & Operations Director **FLSA status:** Exempt/full-time

**Position Summary:** The Facility and Administrator Coordinator provides a range of program, operational and administrative support in furthering the mission and strategic goals of Sarah’s Inn. The successful candidate will have relevant experience and a demonstrated interest in joining a dynamic team to ensure smooth workflow and daily operations of Sarah’s Inn’s programming and services.

**Essential Duties and Responsibilities:** Other duties may be assigned.

**Provide operational and human resource support to ensure smooth and efficient agency operations.**

* Provide MS Office, copying, faxing, scanning and other core administrative support.
* Coordinate with outside vendors and communicate effectively to address facility/operational needs to ensure the smooth provision of services including but not limited to the building maintenance and cleaning crew, the IT support team, as well as utility and refuse companies.
* Ensure Sarah’s Inn’s post office box is checked Monday, Wednesday and Friday, outgoing mail is dropped off daily and incoming mail is distributed in an accurate and timely manner including communicating with staff if client mail is received.
* Track, order and distribute office supplies in coordination with the Finance and Operations Director within budget guidelines.
* Coordinate monthly building fire drill with staff.
* Provide new employee and intern operational support, including setting up/changing phone extensions, voicemail, emails and calendars.
* Track staff Personal Activity Reports (PAR) and ensure proper signatures.
* Enter staff time off requests into HR database and distribute accrual reports to staff.
* Create monthly copier usage allocation report for the fiscal team
* Communicate promptly and clearly with staff regarding requests for assistance with operational/facility issues.
* Collaborate with Supervisor and other Directors to resolve process and procedural issues that may arise.
* In coordination with the Finance and Operations Director and the Associate Director ensure that the linkage agreement list is updated on a consistent basis and current linkage agreements are kept on file.
* Ensure that all roles and responsibilities are carried out in accordance with Sarah’s Inn’s beliefs and values, and in accordance with policies and best practices, including maintaining confidentiality at all times and avoiding conflict of interest.

**Provide assistance to the Finance and Operations Director in documentation, billing and reporting to various government grant funders.**

* Process monthly billing to the Cook County Adult Probation and Social Services Dept for Partner Abuse Intervention Program services.
* Process the weekly billing to the Partner Abuse Intervention Program clients through PayPal
* Provide the Program Data Coordinator with monthly and quarterly fiscal information for reporting purposes
* Prepare and submit the quarterly ICADV staff time certifications.
* Assist the Finance and Operations Director in the allocation of monthly staff Personal Activity Reports (PAR) and the Infonet Funding for Staff statements
* Assist the Finance and Operations Director with various grant compliance requests on an as-needed basis

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

* Bachelor’s degree in related discipline preferred, not required.
* Minimum 1 year of experience in administrative and office management, facility management, and working with outside vendors preferred.
* Proficiency with Microsoft Office programs (Word, Excel, etc.)
* Fluency in Spanish, oral and written, preferred.

**Knowledge and Skills:**

* Commitment to Sarah’s Inn’s mission and anti-violence.
* Excellent communication, organizational, writing and proofreading skills.
* Ability to problem solve and make decisions individually and/or within a team and take necessary action.
* Ability to communicate effectively in diverse and persistent situations.
* Ability to prioritize and handle a variety of tasks and be self-directed.
* Ability to handle client and employee information with complete confidentiality.
* Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, board members, staff, volunteers, interns, government officials, community partners, organizational donors, media.
* Commitment to and experience in working with people from diverse cultural, ethnic, social economic backgrounds and lifestyles.
* Valid driver’s license, current insurance and reliable car.

**Success Factors/Job Competencies:**

* Integrity& Ethics – models SAI Vision, Mission & Values
* Customer Focus – demonstrates commitment to customer
* Collaboration & Teamwork – embraces an inclusive workplace
* Quality – produces quality work product
* Innovation/Continuous Improvement – finds new and better ways of doing things
* Job Knowledge – demonstrates a clear understanding of and executes roles and responsibilities
* Time Management/Productivity – manages time and resources effectively
* Problem Solving/Decision Making – demonstrates proper judgment, problem solving and decision making
* Independence/Initiative – works with little or no supervision and seeks out new work
* Communication – effectively communicates

**Physical demands and work environment**:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands*: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision and distance vision.

**Performance Standards:**

* Annual performance evaluation
* Attainment of annual goals established between supervisor and incumbent

**Approval/revision date:** June 14, 2020

Sarah’s Inn’s Compensation Package Currently Includes:  BlueCross BlueShield Health Insurance for Individuals and Families (HMO and PPO Options Available); Disability and Life Insurance Policies; Voluntary Dental and Vision Insurance and Retirement Plan Available; 15 Days of Vacation and 10 Days of Sick Time Off Per Year

EOE/M/F/D/V

Interested Candidates should submit cover letter and resume to [employment@sarahsinn.org](mailto:employment@sarahsinn.org) – Indicate “Applying for Facility and Administrative Coordinator Position” in the Subject Line.