



House of Ruth Maryland

Administrative Coordinator

Reports To:	Director of Training & Education
FLSA Status:	Non-Exempt
Job Classification:	Full-Time
Job Status:	Non-Essential

Position Summary: The Administrative Coordinator is responsible for providing administrative support to a number of community collaboratives whose work is aligned with House of Ruth Maryland's mission. This position will be the administrative support to the Chairs of the Baltimore City Fatality Review Team, the Baltimore City Domestic Violence High-Risk Team, the Domestic Violence Coordinating Council, and the Baltimore City Safe Futures Collaborative and will be responsible for communications, meeting organization and materials tracking and distribution. Serving as an ambassador for House of Ruth Maryland, the ideal candidate will have a desire to work as efficiently as possible, an interest in building partnerships, and excellent community-facing communication skills. The Administrative Coordinator must be comfortable engaging traumatized people in a sensitive manner.

The Administrative Coordinator must be able to engage government representatives, community partners, and general board members, dignitaries and other guests with professional courtesy and be flexible with hours to occasionally include early morning, evenings and weekends on an as-needed basis. This position is self-directed and works daily to handle a wide range of situations, and relies on sound judgment to accomplish goals.

Primary Responsibilities:

- Provides administrative support, scheduling and special project assistance for the Baltimore City Fatality Review Team, the Baltimore City Domestic Violence High-Risk Team, the Domestic Violence Coordinating Council, and the Baltimore City Safe Futures Collaborative
- Answers questions and shares information in accordance with the policies of each group
- With guidance from Chairs, creates meeting agendas, as well as, takes and distributes meeting minutes
- Maintains strict confidentiality with respect to sensitive documents, projects and communications
- Sets up meeting spaces, arranges for refreshments, and cleans up after meetings
- Maintains an updated contact list for each collaborative
- Distributes meeting schedules and sends meeting reminders
- Prepares orientation packets for new collaborative members
- Leads the development and distribution of annual summary reports for each collaborative and produces other reports as required
- Assists with agency events, activities, and special projects at the request of supervisor



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- Works independently and with teams
- Provides back-up coverage for other administrative staff as needed and remains current on hotline procedures and appropriate response to callers and walk-ins
- Efficiently travels between multiple meeting locations.
- Takes initiative and creates systems that improve efficiency and effectiveness of administrative functioning of collaboratives, including the creation, update and maintenance of a procedures manual
- Performs other duties as assigned by supervisor

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Authority:

- Represents the agency with visitors, donors, community partners, and vendors
- Assigns work to trainees and volunteers.

Measures of Success and/or Accountability:

- Collaborative participant confidentiality is held
- Consistently meets goals as set out by Director of Training & Education
- Consistently provides assistance to collaborative Chairs and other members with the highest level of professionalism, confidentiality and efficiency
- Deadlines for projects are met and projects are accurate
- Evaluation by supervisor

Experience/Requirements:

- High school diploma/GED required.
- Three years' experience in an administrative capacity demonstrating increasing responsibility. One year of this experience must have involved one or more of the following: event planning, grassroots organizing, and/or building partnerships. Additional education may substitute experience.
- Accurately types at speed of 50 words per minute or higher
- Excellent organizational skills with attention to details and ability to prioritize multiple responsibilities
- Strong typing and proofreading skills
- High level of comfort using the full Microsoft package (Word, Excel, PowerPoint & Publisher), operating email, and researching & retrieving information from the internet
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Must have flexibility to work occasional evenings and weekends



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- Must be able to work with clients in crisis and assess and direct them to assistance as needed
- Ability to understand intimate partner violence and how it affects the client population
- Ability to develop and maintain good relationships with individuals of diverse backgrounds including clients, House of Ruth Maryland staff, and members of the community
- Dedication to the mission of the House of Ruth Maryland
- Ability to pass a criminal background check
- Must be able to lift 20 pounds to assist with donation and package receiving

Physical Demands

The physical demands 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.