



## Administrative Coordinator Job Posting

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<b>JOB TITLE:</b>	Administrative Coordinator
<b>FLSA STATUS:</b>	Non-Exempt, Full-Time Position
<b>SALARY RANGE:</b>	\$16.00 - \$20.00 per hour (DOE)
<b>BENEFITS:</b>	Health Insurance, 403(b) Retirement Plan, Life Insurance, Flexible Spending Accounts (FSA) and Employee Assistance Program (EAP).
<b>POST DATE:</b>	March 11, 2019
<b>CLOSE DATE:</b>	Open until filled

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*Sacramento Covered is a nonprofit, 501(c)(3) organization whose mission is to improve the overall health of residents in the region by connecting individuals and families to health coverage, primary care, preventive services and other healthcare related needs to live healthy lives.*

**Our approach is locally based, data driven and high-touch.**

**Sacramento Covered is hiring an Administrative Coordinator.**

### POSITION PURPOSE & SCOPE

Under the direction of the Operations Manager, the Administrative Coordinator partners with management to ensure all office and administrative tasks are managed efficiently while providing superior support and service to our team.

### TYPICAL DUTIES

- Provide excellent customer service at front desk including professionally greeting all guests and team members in person and on the phone.
- Assist with general office/clerical duties including ordering of office supplies and keeping track of inventory.
- Assisting with questions/information requests including screening and scheduling appointments as needed.
- Provide overall administrative support to management including managing calendars.
- Keep files and data organized, accurate and current.
- Entry level clerical finance tasks which may include data entry, processing invoices, procurement etc.
- Organize and maintain updated organizational policies and procedures.
- Maintain confidentiality when handling sensitive record information including Human Resources and payroll records.
- Organize, gather and maintain materials and resources for Human Resources including new employee orientation and training.

- Assists with project communication and documentation regarding projects.
- Assist with event preparations and other various outreach and internal events.
- Stay consistent with brand.
- Support the mission, vision, and core values of the organization.
- Displays professionalism, tact, respect and team effort when working with co-workers, partners and public.
- Maintain a clean and organized work area and complete cleaning and operational items as assigned.
- Adheres to Sacramento Covered policies and procedures and attends mandatory meetings.
- Regular, predictable attendance is required.
- Other Administrative related duties as assigned.
- Every effort has been made to identify the essential functions of this position, however, it in no way implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position.

#### **EDUCATION & EXPERIENCE**

- High School diploma or GED required.
- Associate's degree (A.A.) or equivalent from two-year college or technical school with an emphasis in accounting, health, social services or other related field; or at least two years of experience working in a health, nonprofit, social services or accounting field; or equivalent combination of education and experience.

#### **QUALIFICATIONS, KNOWLEDGE, ABILITIES**

- Awareness of socio-cultural characteristics of population served by Sacramento Covered.
- Cultural awareness and competency skills.
- Exceptional ability to connect and engage with people
- Working knowledge of Microsoft Office applications preferred.
- Problem solving, decision making and critical thinking skills required.
- Excellent verbal and written communication skills with ability to read, write, speak and understand English clearly.
- Strong phone and communication skills.
- Detail oriented, organized and possess time management skills
- Must be able to work flexible hours (morning, afternoon and or evening shifts including weekends as needed).
- Strong interpersonal skills with a demonstrated ability to work independently on individual and assigned tasks while exhibiting good judgment.
- Must have reliable transportation and be able to travel within the County.
- Must have a valid driver's license and pass a background/fingerprint check.

#### **PHYSICAL FACTORS**

Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.

## DESIRED KNOWLEDGE

Successful candidates will have a strong knowledge of community resources in Sacramento and be familiar with community based health care delivery. Those with shared experiences with potential clients, including histories of incarceration, homelessness, mental illness, alcohol/drug use of disorder, etc. and experience navigating associated service delivery systems are encouraged to apply. Familiarity and working knowledge of Medi-Cal, CalFresh, and other public programs is preferred but not required.

## HOW TO APPLY

Please submit the following documents below by email to HR Manager, Lizette Rodriguez at [lizette@sacramentocovered.org](mailto:lizette@sacramentocovered.org)

1. Cover Letter
2. Resume
3. SC Job Application – located here: <https://www.sacramentocovered.org/join-our-team/>

Your resume will not be considered if a cover letter or job application is not included.

No phone calls please.

For more information about Sacramento Covered, please visit [www.SacramentoCovered.org](http://www.SacramentoCovered.org).

*Sacramento Covered is an equal opportunity employer.*

*Sacramento Covered does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.*

*At Sacramento Covered we believe in **all** community*