

Administrative Coordinator

- **FLSA Status:** Full-time, Non-Exempt
- **Compensation:** \$20 - \$25 per hour + bonus opportunity; opportunity for growth
- **Post Date:** November 11, 2022
- **Close Date:** November 30, 2022

Be part of a team that is changing lives for the better. As an Administrative Coordinator, you will partner with management to ensure all office and administrative tasks are managed efficiently while providing superior support to the Homeless Health Services team. If you are a highly detail-oriented and organized administrative professional looking to gain experience supporting non-profit field and making a difference in the community, this may be the position for you.

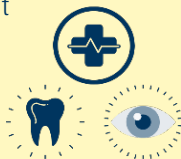
About Sacramento Covered

Sacramento Covered is a nonprofit organization with a mission to improve health and wellbeing of Sacramento area residents by addressing the social drivers of health (including access to food, housing and health insurance). We value our team members for the essential work they do in our community year-round. We offer competitive pay, robust benefits, and maintain work-life balance within a diverse and inclusive work environment that is purpose-driven and outcomes-focused!

Healthcare Benefits

We provide:

- 100% of our employees' medical, dental, and vision plans
- 100% of employee dependents' medical plans
- Employee life Insurance coverage equal to 100% of annual salary
- A pre-tax Flexible Spending Accounts (FSA) for healthcare and dependent care expenses



Wellness Program & Paid Time Off

Each year, we provide:

- 120 hours of vacation and sick time
- 2 paid Wellness Days
- 13 paid holidays
- Employee appreciation events, professional development training, and retreats
- Access to an Employee Assistance Program (EAP) to help employees navigate work-related and personal issues



Financial & Retirement

We offer:

- A 403(b) Retirement plan with immediate employer match up to 4%
- An opportunity for yearly bonus
- An Employee Referral Program (\$250 when you refer each future team member)



Other Benefits

We also offer:

- An Employee Perks Program with discounts on amusement parks, travel, concerts, and more
- Mileage and tech reimbursement for eligible positions
- Clinical supervision hours provided by Licensed Clinical Social Worker (LCSW) staff for eligible team members
- Sacramento Covered-branded swag (shirts, hat, jackets, and more)
- Modern collaborative work space*
*most positions



Job Duties

- Provide excellent customer service at front desk including professionally greeting and signing in all guests and directing them to the appropriate staff.
- Receive, sort and file client mail; Use Salesforce to manage client mail, sort mail by assigned Community Health Worker (CHW) and file mail for each CHW.
- Coordinate the timely receipt, processing, production and distribution of mail to the appropriate department and organization staff.
- Provide support for meetings and special events at the main office.
- Support management team with data systems clean up and various audits in HMIS (Homeless Management Information System) and Salesforce.
- Manage all aspects of client Amazon orders, including: placing order, documenting and liaising with fiscal team, and troubleshooting with CHW as needed.
- Dispatch and document client Lyft rides.
- Collect, track, and maintain information specific to the department, often of a highly confidential nature.
- Act as primary point of contact for the main office during business hours, interacting with external partners, vendors and the public as well as internal employees.
- Collaborate with multiple administrative professionals internally to ensure active communication, efficiency and productivity across the organization.
- Other administrative duties as assigned.

Requirements

- **Employment Experience:** At least 2 years of administrative experience ideally in the non-profit sector.
- **Educational Attainment:** Associate's degree in Public Health, Social Work, Business Administration, or other related field preferred. (A combination of education and employment experience also considered.)
- **Report to office located in Downtown Sacramento. This is not a remote position.**
- **All newly hired employees are required to be fully vaccinated against COVID-19 prior to the first day of employment.**

Knowledge, Skills and Abilities:

- Excellent computer software skills (Salesforce, Microsoft Office Suite, Outlook, Teams,) Exceptional writing and grammar skills
- Strong attention to detail
- Organized, flexible, and able to meet multiple deadlines simultaneously
- Analytical and research skills
- Ability to work collaboratively with others and remain calm under pressure
- Able to communicate effectively with absolute professionalism with a variety of stakeholders

Physical Activities and Demands:

- Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.
- Repeating motions that include the wrists, hands and/or fingers. (e.g., typing)
- Occasionally lift and/or move objects up to 15 pounds.
- Assessing the accuracy, neatness and thoroughness of work assigned.

Environmental Conditions:

Normal temperatures in an open office environment. Quiet office environment with occasional noises and interruptions. Open office layout with enclosed office spaces.

To apply for this position: Please submit a resume and cover letter. Your resume will not be considered if a cover letter is not included.