

# Partnership for Youth – Position Description

## OFFICE COORDINATOR

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Job Title: Office Coordinator

Reports to: Executive Director

Type: 32 hours / week

Salary: Negotiable

### Position Summary

Office Coordinator undertakes a range of functions to make sure the administrative activities within Partnership for Youth runs smoothly.

### ADMINISTRATIVE SUPPORT

- Assist Executive Director and Event Coordinators
  - Screen phone calls
  - Manage calendar and appointments
  - Meeting prep (prepare agendas, minutes, reports)
  - Make travel arrangements
  - Develop, maintain, and manage a variety of documentation
  - Complete special projects as needed
- Provide support to Event Team lead members as needed
- Keep all parties appropriately updated on status of assignments and supporting activities

### OFFICE SUPPORT

- Answer phones and respond to inquiries
- Open mail and process per internal procedure
- Monitor supplies and replenish as needed
- Ensure office equipment is maintained
- Implement and maintain computer applications and data
- Develop and maintain appropriate documentation of business systems, business transactions, and operating procedures
- Ensure sensitive data and documents are handled in accordance with any policy, legal and/or confidentiality requirements

### PROGRAM SUPPORT

- Assist in event execution
  - Create and update materials (forms, procedures, project plans, training materials, etc.)
  - Implement supporting systems

- Acquire needed supplies
- Assist with execution of marketing campaigns
- Implement improvements/changes identified in previous post-event evaluations
- Support online registration
- Collaborate with event constituents (partners, speakers, priests, vendors, team leads, volunteers)
- Update materials and schedule training sessions
- Send 'Thank You' notes & gifts and assist in planning of Appreciation Events

#### CUSTOMER SUPPORT

- Respond to questions and information requests from Customers, Volunteers, Vendors, Partners, etc.
- Facilitate issue resolution for clients of our Online Registration System

#### PERSONNEL SUPPORT

- Orient new interns to the office environment, systems and procedures
- Provide work direction to interns

#### PRAYER

- Pray with office staff and event team leads
  - For Partnership for Youth, our Board Members, Staff, Team leads, Donors, Ministry Teams
  - For the success of our events and those who attend them
  - For any special intentions on our office prayer list

This is not an all-inclusive list; additional duties and responsibilities may be added or changed as directed by the Executive Director.

#### QUALIFICATIONS

##### Education & Experience

- Bachelors degree plus 3 years work experience preferred, but not required
- Experience in an office support role

##### Spiritual Gifts & Skill Set

- Must have a vital and growing relationship with Jesus Christ
- A strong composition of many or all of the following spiritual gifts: administration, hospitality, and organization
- Must be a self-starter and able to work independently with little supervision
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise
- Must be able to handle conflict in a Christian manner
- Must be a good problem solver and an intuitive thinker
- Appropriately handle sensitive and confidential information and situations
- Ability to focus on details, prioritize and meet deadlines
- Proficiency in Microsoft Office and other computer based technologies

- Ability to lift and carry approximately 40 pounds

## ORGANIZATIONAL DESCRIPTION

Partnership for Youth is a non-profit organization dedicated to the coordination and delivery of events for Catholic Youth. We specialize in large dynamic youth events, bringing together middle school and high school youth from ten states and Canada. Our Mission is to: **“Providing moments of encounter to awaken and strengthen young people’s relationship with Christ”** Our office is located in Bloomington, Minnesota. We offer a collaborative and engaged work environment, where you become part of the large Partnership for Youth family.

## HOW TO APPLY

Candidates should submit resume and cover letter to Amy Cummings, Executive Director by email at [amy@partnershipforyouth.org](mailto:amy@partnershipforyouth.org) Subject line of email should include candidate’s last name and Office Coordinator Application.