

CASWELL COUNTY PARTNERSHIP FOR CHILDREN

Job Description

Job Title:	Administrative/Program Coordinator
Reports to:	Executive Director
Position Status:	Fulltime, Non-Exempt
Number of Hours Per Week:	40 hours
Hiring Compensation Range:	\$16 - \$18 per hour
Job Description Updated/Effective:	July 16, 2023



Position Summary: *This position is a key supporting role with a high level of responsibility and impact that supports the overall operation of the organization including accounting, contracting, grants management, administrative support and program assistance. The primary function of this position is to provide direct support to the Executive Director. This position will collaborate across teams and play an important role in uniting the community to provide families with resources and services to enable all children to reach their fullest potential. This position will be expected to perform in a fast paced, changing work environment while handling multiple tasks.*

Essential Duties and Responsibilities:

- Perform advanced level administrative and program responsibilities to support the Executive Director. Work with the Executive Director in reporting, planning, scheduling, and organizing tasks to keep time and attention focused on organization goals, projects, and priorities and support all aspects of daily work routine to ensure CCPFC's workflow runs smoothly.
- Assist callers and/or visitors by promptly identifying needs to refer consumer to the appropriate staff for assistance.
- Answer multi-line telephone system, take & route messages. Maintain phone system by setting up and changing voice mails and greetings to communicate current staff contact information and operating schedule.
- Process mail for all staff and daily take outgoing mail to Post Office.
- File, copy and scan documents and records.
- Review fiscal policies and procedures manuals regularly to ensure that the manuals reflect detailed instructions for each procedure performed for accounting and contracting functions. Provide draft revisions in order to keep manuals current.
- Assist with developing and coordinating Request for Applications/Proposals. Coordinate and manage the schedule and process to ensure continuous administrative operations and service delivery.
- Obtain competitive bids for administrative and program materials. Coordinate and manage the schedule and process to ensure continuous administrative operations and service delivery.
- Order and/or purchase office and program supplies, materials, and equipment, and maintain inventory.
- Maintain office equipment service contracts to ensure efficient and effective operations.
- Provide support with board and committee meetings as assigned, including, but not limited to, coordinating meeting arrangements, purchasing refreshments, distributing communication regarding meetings, assembling meeting materials, and recording minutes.
- Maintain the Board and Committee rosters and organizational chart.
- Provide input into the development of budgets for administration and programs including but not limited to Dolly Parton's Imagination Library, Raising A Reader and Resource Lending Library. Assist in monitoring budget expenditures. Provide regular updates regarding expenditures that are significantly under or over budget.
- Develop and implement cost allocation plans.
- Process and code POs, accounts payable and receivable, journal entries, and all other financial transactions (such as Chart of Account, Vendor Maintenance forms) in a timely manner and with correct "string codes" (restricted vs. unrestricted, funding stream, purpose service code, activity ID,

general ledger) conforming to CCPFC accounting policies and procedures to ensure proper entry into the accounting system.

- Review all financial transactions for accuracy and analyze, research and document any discrepancies to determine the source of the problem, making sure all coding and disbursements are correct.
- Prepare and transmit approved check requests, deposits, journal entries and other financial transactions to MAC accountant per the agreed upon scheduled.
- Receive return package from MAC Accountant, verify each check, obtain appropriate signatures, mail checks and maintain vendor files.
- Assist with the preparation of financial reports for the fiscal year closeout and audit and monitoring engagements.
- Prepare pre-contracting documents for contracts with funders.
- Enter contract budgets, amendments and revisions and annual planning information in the North Carolina Partnership for Children contracting system.
- Generate and maintain contracts for service providers and in-house service activities. Prepare contract amendments and revisions as needed and requested.
- Develop and maintain reporting schedules for service providers and in-house service activities.
- Assist with monitoring contract compliance for services rendered, reporting responsibilities and expenditures for contracted service providers. Receive contractor invoices and ensure invoices are complete and align with scope of services. Provide regular updates regarding noncompliance issues and expenditures that are significantly under or over budget.
- Maintain master fixed asset log and track monthly additions and disposals.
- Identify records to be disposed of following the Records Retention Schedule. Dispose of approved records and maintain report that lists the records disposed of and corresponding date.
- Prepare a list of older files and records to be moved to the offsite storage location. Move approved files and records to the offsite storage location and update Schedule of Records in Storage.
- Maintain charge account and credit card records and complete monthly reconciliations.
- Assist in fund development.
- Complete the annual State Employees Combined Campaign application.
- Collect, verify, and report Smart Start program match. Maintain databases of CCPFC donor information such as volunteer hours, cash and in-kind contributions.
- Provide notice of public meetings following the Open Meetings Law by posting information on CCPFC's website and submitting information to media outlets.
- Participate in CCPFC's marketing plan. Activities include assisting with the coordination of CCPFC events, participating in community events and providing and/or disseminating news and information to include but not limited to news articles, e-newsletters, and Facebook and website posts.
- Maintain website pages for administrative and program areas, including but not limited to Calendar of Events, Employment and Volunteer/Internship Opportunities, Board and Committees, Dolly Parton's Imagination Library, Raising A Reader and Resource Lending Library.
- Maintain CCPFC's data on external websites such as NC 2-1-1 and Caswell Cares.
- Develop and distribute e-newsletters for programs including but not limited to Dolly Parton's Imagination Library, Raising A Reader and Resource Lending Library.
- Develop and conduct outreach efforts to publicize and promote programs including but not limited to Dolly Parton's Imagination Library, Raising A Reader and Resource Lending Library with the goal of increasing program enrollment and participation.
- Manage participant incentives, to include but not limited to maintaining tracking systems, creating signed acknowledgments, obtaining signatures, distributing materials and completing annual reconciliations.
- Maintain the inventory and organization of the Resource Lending Library.
- Manage membership for the Resource Lending Library to ensure that each user has a completed application on file and signs in for each visit.

- Manage the Resource Lending Library check in/out process of materials to ensure that materials are returned on time and added back to the inventory.
- Assist Resource Lending Library users as needed.
- Conduct recruitment for the Dolly Parton's Imagination Library.
- Enter children's registration and approve online registrations and changes in the Dolly Parton's Imagination Library database.
- Assist parents with change requests and respond to concerns regarding their child's registration.
- Pick up undelivered books from the U.S. Post Office on a monthly basis. Maintain a record of undelivered books. Contact parents of children with returned books. Distribute unclaimed books to approved locations.
- Communicate on behalf of the Executive Director to Raising A Reader Site Implementers regarding areas such as reports, program updates, and responses to requests.
- Assist with coordinating and supporting the annual implementer training for the Raising A Reader Program.
- Distribute and collect Raising a Reader program materials (books, bags, etc.) to/from sites.
- Maintain Raising A Reader inventory of books, bags, and other program supplies.
- Assist with planning and coordinating event details for the annual Raising A Reader Library Celebration.
- Assist with NC Pre-K outreach efforts.
- Implement new strategies to increase performance measures, outputs and outcomes for programs including but not limited to Dolly Parton's Imagination Library, Raising A Reader and Resource Lending Library.
- Collect, track and report complex data.
- Complete reports, including summary reports.
- Assist with other grant programs as assigned.
- Request and maintain supplies and materials for programs including but not limited to the Dolly Parton's Imagination Library, Raising A Reader and Resource Lending Library.
- Develop and update program procedures, applications and forms.
- Develop and maintain organized, detailed and accurate files and records. Maintain all appropriate supporting documentation.
- Maintain strict confidentiality in all matters pertaining to CCPFC management and operations.
- Participate in local and state meetings and forums as appropriate and requested.
- Keep the Executive Director informed on all relevant operations, issues and needs.
- Provide support to specific projects as assigned and perform all other duties as assigned by the Executive Director.
- Tasks and responsibilities will vary greatly throughout the year as organizational needs and activities evolve. Priority of work within these functions will be determined by the Executive Director as requested and/or needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty, consistently and satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience: Bachelor's Degree in Accounting, Finance or related discipline from a college or university, and minimum of two (2) years related work experience in accounting, contracts and grants management or related field, with progressive responsibilities; OR Associate's degree in Accounting, Finance or related discipline, and a minimum of five (5) years work experience in accounting, contracts and grants management or related field, with progressive responsibilities; OR equivalent combination of education and experience.

Knowledge and Abilities:

- Ability to present information clearly in writing and orally.
- Detailed oriented.
- Excellent organizational skills, with an ability to think proactively.
- Excellent time management skills, with ability to consistently meet deadlines.
- Ability to prioritize and manage multiple tasks requiring follow-up and timely completion of all projects and responsibilities.
- Ability to work both independently and with teams.
- Ability to think and work organizationally and strategically.
- Ability to adapt to and support a changing work environment and new demands.
- Ability to handle confidential information in a professional manner.
- Ability to communicate and work effectively with diverse groups.
- Knowledge of all aspects of the accounting cycle, including A/P, A/R, reconciliations and financial statements.
- Knowledge of generally accepted accounting principles and budgeting practices.
- Ability to reconcile and assign coding and payments to proper funds and manage financial transactions for multiple contracts and grants is essential.
- Experience with fund accounting, cost allocation, budgeting, grants management, and monitoring and the auditing process.
- Familiarity with evidence-based/informed services for children and families helpful.
- Knowledge of professional document formats, and proper use of English composition, spelling, and punctuation for correspondence and reports.

Computer Skills: Proficiency in word processing, spreadsheet, and database skills. Knowledge of other applications, such as Google Forms, Squarespace, Mailchimp, and Canva desired. Ability to perform special software applications including mail merge, tables, and charts. Ability to effectively and efficiently use email and Internet applications. Ability to create finished documents that are accurate and professional in appearance. A willingness and aptitude to learn other technology.

Language and Communication Skills: Strong oral and written communications skills in order to effectively communicate through correspondence and presentations.

Position Type/Expected Hours of Work: This is a full-time, non-exempt position, and hours of work and days are Monday through Friday, 8 am to 5 pm. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

****Funding for this position is contingent upon continued grant funding availability****

Caswell County Partnership for Children

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www.caswellchildren.org www.facebook.com/CaswellPartnershipForChildren

a partner in the
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