

**Triangle Family Services  
Job Description**

**Position Title:** Office Coordinator  
**Department:** Administration  
**Reports to:** CEO  
**FLSA Category:** Exempt

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**Job Summary**

The Office coordinator reports to the CEO and works closely with the COO, CPO, and CBDO Team on a variety of operational and programmatic activities. This position oversees internal systems and supplies to ensure maintenance of ideal physical environment for service delivery; coordinates programmatic activities that include but are not limited to marketing and expansion projects and meeting and event logistics.

**Statement of Duties**

***Accounting***

- Assist in weekly check processing: to include scanning, preparing to mail, and posting
- File Accounts Payable documents according to TFS Policies and Procedures
- Reconcile credit card statements and receipts including identification and collection of any missing transaction information

***Facilities***

- Ensure maintenance of general appearance and functionality of building and grounds, to include monthly walkthroughs utilizing standardized checklist.
- Provide project management for site repairs and improvements to facility; ensure related monitoring, compliance and facility documentation is maintained.
- Coordinate internal office systems; create and document procedures; order, stock and maintain office supplies.

***Marketing***

- Coordinate and maintain program marketing materials;
- Other duties as assigned.

**Desired Experience, Education, Skills and Knowledge**

- Bachelor's degree required;
- 2+ years' experience in project coordination
- Experience coordinating office systems and/or facilities for a service delivery agency; experience with event planning or volunteer management a plus.
- Excellent computer skills, including Excel, database management, word processing, and proficiency in MS Office.
- Strong customer service, time management and communication skills.
- Comfort managing a varied and variable workload.
- Demonstrated ability to work under pressure in a fast-paced environment.

**Working Hours/Conditions**

Full-time 40 hours per week. Must be able to see, hear, touch, feel, lift (up to 20 lbs.) and to sit or stand for varied periods of time throughout the workday. Position requires performance of majority of job duties at employer site in office environment. Some local travel for off-site meetings, events or tasks may be required. Work schedule may involve occasional evening and weekend hours.

Hiring Range: \$35,000.00 - \$40,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

TFS provides equal employment opportunities to all applicants and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Furthermore, **TFS identifies diversity as one of our core workplace values.**

TFS is a family-friendly workplace that offers flexible scheduling options and remote work arrangements during COVID-19. This position will function in a fast-paced environment that requires both independence and collaboration; **TFS identifies teamwork as one of our core workplace values.** Most TFS employees wear multiple hats and regularly encounter opportunities to expand their skills, knowledge and reach. We take our commitment to our clients and our donors very seriously: we work hard. We also, however, find joy, hope and fun in our daily work activities and collegial interactions.

If this sounds like the right fit for your personality, skill set and professional pursuits, then we look forward to hearing from you! Please note that TFS reserves the right to modify titles, scopes of work and salaries included in offers of employment in alignment with the skills and strengths of applicant finalists. **Please include a Cover Letter with your Application.**

TFS has made the decision to require all employees to be fully vaccinated against COVID-19, where allowed by state or local law and where vaccine supply is readily available. The only exceptions to this requirement are employees who are approved for an accommodation for religious, medical or disability-related reasons.