

## United Way of Western CT Job Description Form

<b>Position Title:</b>	<b>SC2C Administrative Coordinator</b>	<b>HR USE ONLY</b>
<b>Position Reports to (job title):</b>	<b>President, Stamford Cradle to Career</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>1. Position Summary</b>		
<p>Full-time, 37.5 hours per week</p> <p>The Administrative Manager will provide direct support to the Stamford Cradle to Career (SC2C) President, Vice President, and the full SC2C staff while managing day-to-day office operations of the Stamford office. Must be highly self-motivated, professional, and organized with experience in similar roles. Must be able to work in a fast-paced collaborative environment. The successful candidate will have exceptional references.</p> <p>SC2C (<a href="http://www.stamfordcradletocareer.org">www.stamfordcradletocareer.org</a>) is a collective impact organization with the mission to collectively align community resources to ensure equity and excellence in education, for every child, from cradle to career. Our goal is that all students in Stamford, CT, have the access and support they need to graduate high school and be prepared for college and career. SC2C works closely with Stamford Public Schools and community organizations to coordinate efforts. SC2C is dedicated to eliminating racial inequality in education and creating opportunities for children and youth to succeed. All staff must possess an ability to work with multicultural communities.</p> <p>United Way of Western CT (UWWC) is a non-profit organization that acts as the backbone agency for SC2C. SC2C implements the StriveTogether Framework to close the achievement gap and develop a strong workforce. This work involves coordination, collaboration and authentic partnership among all stakeholders in a community, including funders, city government, schools, non-profit, private, public organizations and the community at large to focus its energies and dollars on initiatives that result in large scale social change. United Way of Western Connecticut (UWWC) offices are located in Stamford, Danbury and New Milford. UWWC is an equal opportunity employer.</p>		
<b>2. Essential Functions</b>		
<p>Major Responsibilities:</p> <ul style="list-style-type: none"> <li>• Manage all general office related and administrative duties for SC2C. Maintaining organization of the physical office space, including meeting room, filing cabinets, kitchen area. Manage ordering and organization of office supplies for Stamford office and all SC2C staff members, coordinating with United Way staff in Danbury for supplies, maintenance and equipment needs. Printing, copying, collating and assembling documents. Accepting and delivering mail. Answering the phone and greeting office visitors.</li> <li>• Manage the President and Vice President's calendars, including using good judgment to set priorities appropriately, schedule appointments.</li> <li>• Manage expense reports and credit card report for President, Vice President and SC2C staff, as needed.</li> <li>• Preliminary drafting and editing of emails, letters, presentations; proofread; copy and distribute documents.</li> <li>• Manage, organize and maintain SC2C's online Sharepoint folder system.</li> <li>• Manage, organize, and maintain multiple network lists - email lists, master list, website listings, calendar invites, Constant Contact list (aligning and cross checking all lists).</li> <li>• Manage travel arrangements for the SC2C Team including air, hotel, ground transportation, directions, point of contact and all other travel logistics, as required.</li> <li>• Provide clerical support to SC2C team members as needed, including but not limited to: data entry; coordination of events and meetings (create calendar invites, book conference rooms / set up virtual meetings, create agendas, take minutes, catering, audio/multi-media set-up)</li> <li>• Assist with the set-up and onboarding of new hires.</li> <li>• Maintain professional relationships with stakeholders: board members, volunteers, partners, and donors.</li> <li>• Process check requests for payment of invoices, as needed.</li> </ul>		

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- Liaison to all outside vendors.
- May be called upon to assist with special projects and other duties as needed.

**3. Required Experience and Education**

- Excellent written and verbal communication skills; this includes an ability to communicate effectively, respectfully, and in a timely manner with a broad spectrum of individuals including but not limited to parents, community members, executives, funders.
- Strong organizational and project management skills.
- Excellent computer skills, including in-depth knowledge of all Microsoft Software (Outlook, Word, Excel, PowerPoint). Experience with Zoom, Microsoft Teams, and/or Clear Impact programs is a plus.
- Multi-lingual (English and Spanish or Haitian Creole) preferred
- Candidates must understand the challenges and barriers faced by marginalized communities, including but not limited to race, ethnicity, class, ability, immigration status, gender and their intersections, and have experience engaging with and working alongside communities of color
- Self-starter with ability to anticipate needs and take initiative.
- Minimum of an Associates degree in Business or related field OR a minimum of 2 years combined experience in general administrative work or non-profit experience.
- Strong interpersonal skills; attention to detail; ability to conceptualize and develop strategies.

Resume, cover letter and salary requirements should be submitted to Bridget Fox, President, Stamford Cradle to Career at [bridget.fox@uwwesternct.org](mailto:bridget.fox@uwwesternct.org).

***Statements in this Job Description are intended to describe the general nature of work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.***

Approved: \_\_\_\_\_  
Department Head

Date: \_\_\_\_\_