



Organizational Coordinator, Miracle Travel Works Job Description

Reports to: Board of Directors

Classification: Full time, Exempt

Position Summary: The Organizational Coordinator provides high-level organizing, scheduling, communications, and administrative support to the Board Members. Due to the meetings and logistics the Organizational Coordinator will attend and support, they should generally be available between the hours of 9 am and 5 pm EST or CST. The Organizational Coordinator works across the team as well as with the key leadership groups like the Steering Committees. This position is supervised by the Board of Directors.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily.

Essential Job Duties and Responsibilities:

- Support Board members and appointed committees with administrative tasks, such as event coordination, award processing and maintaining accounting and data records.
- Assist in all organizational charitable events as needed.
- Is responsible for all facets of committee and volunteer management including effectively recruiting, training and assigning work to volunteers based on their interest and skills.
- The ability to actively listen to the content and process of communications by clients or volunteers and within or between the group(s), the ability to facilitate meetings, and the ability to coach and mentor are vital in this role.
- Enlist strong technical expertise to assist current communication with donors and clients and in efforts to enhance processes and procedures currently in place.
- Manage the Board calendar including prioritizing.
- Commit to the highest level of confidentiality for information heard and reviewed in support of the Board Members.

Secondary Job Duties:

- Ability to complete special projects.
- In normal circumstances, this position requires occasional travel (10-15%) to various states and cities.
- Use relevant data and information to monitor the programs and services of the Organization.
- Other duties as designated.

Qualifications:

- The Organizational Coordinator will have a Bachelor's degree in a professional discipline relevant to providing leadership within an organization of this type from an accredited college or university or equivalent experience.
- The Organizational Coordinator will have two years of experience in a business-related field or other leadership position (three or more years preferred).
- The Organizational Coordinator will present a professional and positive image to client families and the greater community through appropriate appearance and grooming, demeanor, and comments.

Skills:

- The Organizational Coordinator will have excellent professional communication skills, including written and oral communications skills, strong listening skills, and the ability to make presentations to groups.
- The Organizational Coordinator will have strong organizational skills, including the ability to plan, organize, and set long-term strategies with an appropriate work plan to accomplish it.
- The Organizational Coordinator will be able to work collaboratively and positively with others of diverse backgrounds, opinions, and needs.
- The Organizational Coordinator will be able to independently identify and resolve problems or make recommendations to the Board of Directors about resolution options.
- The Organizational Coordinator will be able to apply sound problem-solving skills and make decisions that reflect the best interests of the organization.
- The Organizational Coordinator will be willing to accept responsibility for his / her decisions and the resulting consequences.
- The Organizational Coordinator should be computer literate and able to use software functions such as email, word processing and spreadsheets.
- The Organizational Coordinator should be proficient in Google forms, scheduling, etc.

Work Environment and Time Standard:

- Work in climate-controlled office environment.
- Must be able to operate computer keyboard, telephone, printer/copier/scanner; sit at desk for extended periods.
- Must be available to attend Organization functions regularly scheduled outside of normal business hours.
- Regularly scheduled eight-hour workday, but variations in work volume or urgency may require extended working hours into the evening or weekends of approximately (but not limited to) one to five hours per week, sometimes on short notice.

EMPLOYEE ACKNOWLEDGEMENT:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with this position. While this list is intended to be an accurate reflection of the current position, Miracle Travel Works reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by the employer.

I understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Signature: _____

Printed name: _____

Date: _____

The Miracle Travel Works Board of Directors reserves the right to change and/or update this job description at any time.