



Job Description: Administrative Coordinator

MiracleFeet Overview

MiracleFeet is an international nonprofit organization that increases access to proper treatment for children born with clubfoot in developing countries through partnerships with local healthcare providers. There are over one million people living with untreated clubfoot around the world, making it one of the primary causes of physical disability in the world. Thanks to a fully-accepted, non-surgical treatment, known as the Ponseti Method, it is possible to treat clubfoot effectively and safely for as little as \$250 a person. By increasing access to treatment, MiracleFeet gives children born with clubfoot the chance to live healthy, productive lives. See www.miraclefeet.org to learn more about the issue of clubfoot and how MiracleFeet is approaching it.

Summary

MiracleFeet is seeking an Administrative Coordinator to join its administrative team. This person will ensure the efficient day-to-day operations of the office by providing finance, administrative, and HR support to the team. We are seeking someone who is excited about logistics, likes making sure people have the tools to get their work done efficiently, and enjoys working behind the scenes while having a positive impact on children's lives.

The position will report to the Operations and Finance Director, and will require frequent interaction with the Executive Director and other members of the MiracleFeet team. This is a full-time, non-exempt position based in MiracleFeet's Chapel Hill, NC office.

Essential Functions

Finance:

- Open and sort all mail; log donations into daily check log
- Review expense reports, credit card statements, and invoices; ensure all receipts are secured, expenses properly coded, and approvals received
- Support bookkeeper in paying invoices and setting up wire payments
- Support monthly reconciliation of QuickBooks and Raiser's Edge NXT
- Apply for state sales tax refunds
- Support team in switch to new accounting software
- Enter donations into QuickBooks
- Process reports as needed in QuickBooks
- Assist as needed with annual audit

General Administrative Support:

- Support the Special Projects and Operations Manager with logistics for staff gatherings, including notetaking and ordering food when needed



- Support the Director of Finance and Operations in state charitable solicitation filings
- Serve as point person for MiracleFeet's SharePoint site and other methods of cross-team document management, including monitoring retention, sharing, and disposal of relevant documents and supporting training in Office365
- Assist with Executive Director's expense reports and travel arrangements, as needed
- Support other projects as needed for Executive Director or Director of Finance and Operations

Office Management:

- Ensure proper support for office to run efficiently and effectively, including maintaining files, managing the monthly chore chart, and ordering office supplies (including furniture and IT needs)
- Liaise with landlord on office cleaning and repairs
- Manage office copier (order toner, submit monthly meter readings) and other office equipment
- Serve as back-up telephone coverage as needed

Human Resources:

- Track employees' paid time off
- Assist with onboarding process for new hires
- Assist Director of Finance and Operations with other HR duties, such as scheduling and conducting interviews, managing paperwork, creating monthly timesheets, updating the org chart, and upgrading systems as needed

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

Minimum Qualifications

- Bachelor's degree highly preferred
- Proficiency in Microsoft PowerPoint, Excel, and Word
- 1-3 years' relevant experience (office management, administrative support, basic bookkeeping)
- Able to work well in a team environment, handle multiple assignments, and meet deadlines
- Able to represent the organization in a professional and welcoming manner

Knowledge, Skills and Abilities

- Analytical ability to find solutions to various administrative problems
- Strong attention to detail and ability to follow through
- Ability to plan, prioritize, and organize a varied workload and respond to unanticipated requests
- Strong written and oral communications skills



- Strong organizational and time management skills
- Knowledge of general office procedures including knowledge of use and operation of standard office equipment
- Sound judgment and ability to handle confidential information with discretion
- Self-starter and strong initiative
- Knowledge of the following software applications, or ability to learn quickly - QuickBooks, Concur Travel, Slack, SharePoint, OneDrive, Microsoft Office (PowerPoint, Word and Excel)

Salary/Benefits

- Salary commensurate with experience
- Health insurance provided
- Three weeks of vacation per year
- Optional dental and vision insurance and 401K plan available
- Life insurance and disability insurance provided

To Apply

Please submit your detailed cover letter and resume to jobs@miraclefeet.org. Only those whose applications are being considered will be contacted. No phone calls please.

Applications will be accepted until May 17, 2019 or until the position is filled.

MiracleFeet is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

For additional information, refer to our website: www.miraclefeet.org.