

Title: Office Coordinator
Reports to: Executive Director
Compensation Range: \$500 / month
Hours: PT, 12-15 hours / week (varies)



Position Summary:

Performs record keeping, communications, and office volunteer oversight duties under the direction of the Executive Director, while working in accordance with NARHA standards.

Job Responsibilities: (including, but not limited to)

Administrative Support

- Maintain and keep current donor records, mailing lists, & e-mail lists.
- Assist Executive Director (ED) with donor mailings & communications.
- Assists ED with “office” volunteer oversight & assignments.
- Assist ED with Annual Newsletter.
- Monitor Pegasus office voice mail daily.
- Attend all staff meetings and records minutes.

Program Support

- Maintain and keep current Hippo & TR program participant files.
- Assist ED with participant mailings & communications.

Volunteer Support

- Maintain and keep current volunteer files.
- Track volunteer hours to be reported to ED and, if applicable, partner agencies (i.e. Children's Village, RSVP) .
- Support Volunteer Coordinator (VC) with volunteer communications.
- Support VC with volunteer recognition & appreciation events.
- Support VC with submitting on-going & annual background checks for all volunteers.

Event Support

- Assist with planning and recruitment for special events.
- Attends the following Pegasus Project events: SPURS & Ultimate Riders Showcase.

Special Projects

- Act as primary “liaison” for Social Media updates.
- Act as Pegasus “Historian”.
- Maintain organization of files on Pegasus office Shared Drive.

Qualifications:

- 1+ years working and/or volunteering for a non-profit organization preferred.
- Proficient with Microsoft Office programs, social media platforms & Internet functions.
- Highly organized with the ability to carry out multiple tasks efficiently with little supervision.
- Exceptional interpersonal skills, including the ability to successfully communicate with people from diverse backgrounds.
- Ability to problem solve and exercise sound judgment.