



## **Administrative Coordinator: Coney Island Brooklyn Office**

**NYC | 30 hour in-office position –**

**Salary Commensurable with experience up to \$37,000 per year**

**Position Description:** The Administrative Coordinator is the primary administrative coordinator for the organization. This individual supports the AGAPE Regional Directors and Administrative Executives. This individual is supervised by the Associate Executive Director of Programs.

**About the Coalition:** The Adoptive and Foster Family Coalition is a small, vibrant not-for-profit organization. The Coalition's mission is to unite foster, adoptive and kinship care families, giving them a voice and providing support, information and advocacy. By fostering communication and collaboration between families, agencies and concerned citizens, we seek to ensure the stability, well-being and permanency of all children touched by the child welfare system. The organization is soon to be headquartered in Brooklyn, NYC (where this position will be) with satellite offices in, the Hudson Valley, Amityville and Ithaca. Our website is [www.affcny.org](http://www.affcny.org)

### **Administrative Coordinator Task Summary**

- Office management, including procurement of agency wide supplies and coordination of agency wide mailings, including maintaining inventory of supplies and print collaterals for the AGAPE programs. Coordinate ordering with regional offices.
- Process and distribute incoming mail, including bills.
- Collect and organize all disbursement forms for reimbursement, along with monthly mileage reimbursement forms, for review for Executive Administrators including the Executive Director, the Associate Executive Director of Programming, and the Deputy Director of AGAPE.
- Ensure timely and accurate inputting of program and outreach data into the organization's FileMaker database. Work with other administrative staff to ensure data entry is uniform and to problem solve as needed.
- Assist in staffing the organization's main telephone line and Helpline. Provide prompt answers, advice and referrals to parents, professionals and relatives on the phone and via email. Refer to AGAPE Regional Directors and Family Support Specialists, etc. when appropriate.
- Assist the Deputy Director of AGAPE with background checks for all organizational staff, relevant contractors and volunteers.
- Assist with Coalition's in-person annual conference as assigned.

### **Other duties as assigned, including but not limited to the following:**

- Assist with or coordinate other agency activities as needed.
- Primary point person, coordinator and troubleshooter for technology issues, hardware maintenance and software updates.
- Coordinator of the Coalition's Google Suite cloud storage and file sharing system.
- Primary point person for organization's online subscription tools.

**NEW YORK CITY: 3114 Mermaid Avenue, 4th Floor | Brooklyn, NY, 11224 | 718-570-5134**

**HUDSON VALLEY: 108 Main Street, Suite 5 | New Paltz, NY, 12561 | 646-688-4321**

**LONG ISLAND: 21 Greene Avenue | Amityville, NY, 11701 | 631-598-1983**

**CENTRAL NEW YORK: 950 Danby Road, Suite 318 | Ithaca, NY, 14850 | 607-272-0034**

**Qualifications:**

Administrative Assistants who are adoptive parents, foster parents or former foster parents, kinships parents, adopted persons, former foster youth, or the impacted members of the original families of adopted persons or children who spent pieces of their childhood in foster care are encouraged to apply. However, all applicants with a heart for our work are most welcome to apply.

The Coalition seeks a creative thinker and problem-solver, a desire to work with others, strong administrative and organizational skills and an appreciation of a client or customer-focused approach to service. The selected individual will be an individual who can work independently and flexibly as a team member in a growing environment.

Position requires demonstrated experience in common software, including Microsoft Office, Google Workspace, and a knowledge of the FileMaker data collection system is a plus. A willingness to learn the FileMaker system in order to teach it to new staff is a must.

Candidates must have values that align with the Coalition's focus on supporting and empowering families, parents and children. A positive, entrepreneurial, team-focused approach to work is essential. Commitment to the organization's mission, goals and standards required. Sound judgment, good interpersonal skills and the ability to work both autonomously and in collaboration with others is essential. Commitment to the organization's mission, values and standards required.

This is a 30 hour 3 or 4 day position with salary commensurate to experience. Person we hire will have the option to choose to work in our Brooklyn office 4 days per week at 7.5 hours or three days per week at 10 hours between the hours of 8am to 6pm.

**Commitment to Diversity and Inclusion:**

AFFCNY is proud to be an equal-opportunity employer. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, sex, national origin, age, disability, veteran status, marital.

Please send: 1) cover letter explaining why you would like to work at AFFCNY and why you feel your lived experiences and skills fit with this job description, and; 2) resume to Pat O'Brien at [pat@affcny.org](mailto:pat@affcny.org).