



Office Coordinator (SCSEP) Job/Training Description

Office Coordinator (SCSEP): Serves as administrative and programs support for Elms Family and Community Services.

Duties and Responsibilities

- Provides administrative support to the President & CEO
- Provides programs support to Program Managers and Associates
- Organize and manage files
- Arrange meetings with clients and partners
- Create business forms and other documents
- Update Policy and Procedures Manual
- Collects timesheets and other reports from staff and volunteers
- Assists with tracking volunteer activities
- Performs other duties as assigned

Training: The EFCS Senior Community Service Employment Program (SCSEP) Office Coordinator will receive training and guidance on all aspects of this position continuously, to assist candidates in being successful in this position.

Work-based Learning: Work-based learning will enable SCSEP staff to acquire the knowledge and skills needed to successfully gain employment. Staff will receive guidance and support from EFCS Program Associate and members of the Executive team.

Education: Minimum of High School Diploma or equivalent.

Experience/Skills: Experience working in a customer service or administrative support role. Basic office skills. Preferred skills in Microsoft Office: Word, PowerPoint and Excel.

Work Hours: Maximum of 19 hours per week.