



## Job Description

**Job Title:** Community Resources and Nonprofit Coordinator

**Salary Range (DOE):** \$19.48-\$23.67/hour

**Hours:** FT - 40 hours/week

**FLSA Status:** Non-Exempt

**Approved By:** Roseanne Ibarra

**Approved Date:** April 17, 2017

### Summary

The Community Resources and Nonprofit Coordinator provides support services to FIRST 5 Mendocino. He/she provides administrative support to the Administrative Fiscal Manager, Communications Manager, Executive Director and the Commission in its mission to serve and support parents and others who care for young children in Mendocino County.

The Community Resources and Nonprofit Coordinator performs a wide variety of complex and highly responsible administrative, fiscal, and program duties. Responsibilities of the Community Resources and Nonprofit Coordinator include, but may not be limited to:

#### ➤ **Community Resources Coordinator**

- \* Provide support to community partners with memorandum's of agreement with FIRST 5 Mendocino regarding support programs, including Kits for New Parents, smoke alarms, Diaper Depot, Snuggle Nests, etc.;
- \* Coordinate program outreach, including delivery of resources to community partners;
- \* Maintain, update and review 211 Mendocino to ensure accuracy of information for community resources and partners;
- \* And other duties as assigned.

#### ➤ **Nonprofit Coordinator** will assist FIRST 5 Mendocino and Raise & Shines in fulfilling the Memorandum of Agreement by:

- \* Update, review and make Quickbooks entries;
- \* Process deposits and prepare invoices for payment;
- \* Prepare the monthly bank statement for reconciliation and assist the Administrative Fiscal Manager with the reconciliation process;
- \* Provide Human Resources assistance for employees of the nonprofit, including new hire paperwork and coordinating with program managers of nonprofit programs;
- \* Be the fundraising lead for all programs and events;
- \* Assist with data entry and gathering of information for various programs;
- \* And other duties as assigned.

### **Minimum Qualifications:**

- Strong organizational and prioritization skills;
- Consistent and professional work demeanor;
- Works effectively under pressure and can handle multiple assignments and interruptions;
- Enjoys new projects and takes initiative while maintaining regular work routines and production;
- Experience in a professional office environment. At least intermediate knowledge of Quickbooks, Microsoft Word and Excel, and familiarity with all other Microsoft Office Suite Programs.

### **Qualification**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- A minimum of two (2) years of increasingly responsible experience in nonprofit administration and/or business administration; or
- A combination of education and experience that would likely provide the qualifying knowledge and abilities.

### **Language Skills**

- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before the Commission, staff and clients.

### **Mathematical Skills**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out complex instructions furnished in written, oral, or diagram form.

### **Computer Skills**

- Utilize a variety of computer programs and other technologies that support job skills.

### **Certificates, Licenses, Registrations**

- Pass the fingerprint/Dept. of Justice background requirements
- Possess or obtain upon employment, a valid California Driver License with a clean driving record;
- Provide and maintain proof of automobile insurance;

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is quiet to moderate depending on the days activities.

### *To Apply:*

*Submit your cover letter and resume to Jenna Munos via email to [jenna@mendochildren.org](mailto:jenna@mendochildren.org), via fax or in person by 5:00 pm on April 28, 2017.*