



**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a full-time **Administrative Coordinator** to provide administrative support for the Executive Director and Chief Operating Officer (COO) at the Administration office. This is a nonexempt position located in Fremont and reports to the Director of Community Relations.

#### **How Abode Appreciates You:**

- **\$19-21 per hour**
- Dynamic, mission-drive culture and supportive leadership.
- 100% Paid Medical, Dental, Vision benefits coverage for employees
- 28 PTO / Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Leadership Academy Programs, Professional Development Trainings, All Staff Events & Holiday Parties

#### **How You Make an Impact:**

- Greet and direct consumers and guests; front desk reception, refer individuals who call or walk-in seeking help and support.
- Maintain smooth operation of administrative office, including office equipment, mail distribution, supply replenishment and coordination of janitorial/ maintenance requests.
- Coordinate meetings for Executive Director and COO, including scheduling, reserving space, assist in preparing materials, ordering food, etc.
- Provide assistance for special events, such as the annual fundraiser as well as Staff meetings and other meetings as requested.
- Assist in agency advocacy efforts, including preparing letters and providing information to Board Members, staff, and agency supporters.
- Coordinate the off-site record storage facility requests includes documentation and packaging of documents and tracking of items within the storage facility.
- Manage photo ID process for all staff including new hire pictures and replacement pictures for current staff.
- Manage agency document shredding needs.
- Assist in proofreading and editing reports, and other documents as needed.
- Oversee agency office supply process including training of new and current staff.
- Contracts and master lease processing/tracking.

#### **How You Meet the Qualifications:**

- Bachelor's degree preferred.
- Minimum 3 years experience in providing administrative support and/or experience in supporting Executive level staff.
- Excellent multi-tasker and attention to detail skills.
- Intermediate to advanced skills using Microsoft Office, Google Suite, & Adobe Pro.
- Strong verbal and written communication skills with proven ability to work independently and as a team player.
- Preferred to have own transportation, a valid CA driver's license, and proof of auto insurance.

**How To Apply:** Please email your resume and cover letter to [JOBS@abodeservices.org](mailto:JOBS@abodeservices.org)

*Notice: This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at anytime with or without notice.*

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**