

Administrative Coordinator

Company: Midtown Association (MA)

Position: Administrative Coordinator (Non-Exempt)

Supervisor: Reports to Executive Director

Location: 1401 21st Street, Unit A, Midtown Sacramento, 95811

Organization: The Midtown Association (MA) is a non-profit organization that is making Midtown the center for culture, creativity and vibrancy in Sacramento's urban core.

Our Culture: The MA is a small but mighty office of thirteen employees governed by a board of artistic, fast paced and innovative property and business owners. We attract high-performing, highly ethical employees who truly care about their community. Our team works well together because we hold ourselves accountable to strong project management and complement one another's strengths. Our office is a beautiful modern storefront with open air meeting space, natural light, room for bike storage and more than 20 restaurants/coffee shops/bars within two blocks. Our office is smart casual/business casual attire.

Position Summary and Requirements: Qualified Coordinators have the ability to lead consultants and staff to predetermined outcomes within budget on specific projects. They excel at communicating information between stakeholders, staff, consultants, and other team members to keep the group "on the same page." They have a special knack for the area of the organization in which they serve and are a great source for expert "on the ground" information on their projects. Coordinators keep tabs on the industry and the external environment to bring recommendations the Executive Director on new ideas and trends. Coordinators maintain and build key partnerships in the community to ensure the success of the organization. Coordinators should have no less than three years professional experience and bachelor's degree in a relevant area of study is preferred.

Basic Employment Qualifications: All candidates should have experience with Word Processing, Excel and email programs, the ability to speak, read and clearly write in English, the ability to lift up to 40 pounds, and be able to remain on their feet outdoors for up to 10 hours per day in potentially inclement weather. Candidates should be able to operate basic e-newsletter software for light updates and have experience with administration, public policy/advocacy, special events, and communications. All candidates should anticipate pre-employment background checks, driving record checks, and drug screening, with the potential for ongoing drug screening based on job tasks. Bachelor's degree is preferred, high school diploma or GED is required. Reliable personal transportation is required.

Work Environment: The work environment is located primarily inside and consists of completing tasks involving administration. Conditions can range to include working outside in all types of inclement weather. Must be able to work around varying degrees of noise. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work under stressful conditions.



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Benefits: This is a full time, non-exempt position at 40 hours per week. Schedule is generally Monday through Friday, 8 am until 5 pm, however there are a few variations for meetings and to accommodate special events. MA has a very generous benefit package after the introductory period; 10 days of sick time, 12 days of vacation plus public holidays, 401k with match, Flex-spend account, Medical, Life, Dental, Vision, Alternative Care Insurance, and Parking.

Salary: COE / Midtown Business Association is an Equal Opportunity Employer (EOE).

Essential Duties & Responsibilities:

- **Executive, Board, & Meeting Support:** Coordinate Executive Committee and Board Meeting including; prepare the agenda and packet, notice the meeting, prepare the meeting space with copies of the supporting materials and refreshments, and type minutes from recordings and notes. Maintain corporate records for per the California Public Records Act. Maintain the Executive Director's calendar, expense reports, and prepare meeting documents and travel arrangements when required. Respond to scheduling inquiries from the Board. Other Meeting Support as needed. (15 hrs/wk average but vary based on need)
- **Office Support:** Open and close the facility. Receive calls from stakeholders. Dispatch requests to Clean & Safe Team. Transfer calls within the office. Answer general questions about Midtown and refer visitors to the website. Process scheduling requests from Program Managers. Maintain current files for all contracts and insurance. Order and stock supplies as needed (office supplies, refreshments and restroom supplies). Keep common, supply and meeting areas clean and organized at all times. Coordinate vendors/contractors to do facility repairs/maintenance (janitorial, plant maintenance, phones and IT), work with IT consultant to support office electronics. Complete regular data entry in the database. Other Office Support as needed. (15 hrs/wk)
- **Bookkeeping Support:** Open/sort mail, upload bills to accounts payable software, reconcile petty cash, ensure staff processes have been completed, and prepare bank deposits. Other bookkeeping support as needed. (5 hrs/wk)
- **HR Support:** Follow established processes to post jobs, screen candidates, schedule interviews, handle on boarding process, coordinate benefits onboarding/un-enrollment, and coordinate employee celebrations. Ensure payroll process is completed bi-weekly. Other HR support as needed. (5 hrs/wk average but vary based on need)

Requirements for Application: Applications will be consider as they arrive and will be accepted until the job is filled.

- Cover Letter, Resume and Three references
- Salary requirements
- Please send the requirements in an email to Emily@exploremidtown.org



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