



## **JOB POSTING- OFFICE SUPPORT COORDINATOR**

Use your organizational skills to help a state-wide child abuse prevention agency move its mission forward. **We need you to oversee our office operations!** This position is the “glue” that holds our organization together by supporting dedicated co-workers, tracking our work, helping to produce reports, and sending materials out to our partners across the Commonwealth.

### **About Us:**

Prevent Child Abuse Kentucky is a 36-year non-profit agency based in Lexington, KY. We are known for the blue-and-silver pinwheels during Child Abuse Prevention Month, and our annual KIDS ARE WORTH IT! Conference. We also train more than 3,500 people a year on how to prevent child abuse and neglect. We have 3000+ partners and 14 providers who serve more than 12,000 parents/caregivers through our parent education/self-help/support groups. We are a small, but mighty non-profit, with eight staff and a volunteer Board of Directors at 21 members.

### **The person who joins our team be responsible for maintaining, enhancing, and overseeing all office operations:**

- Provide clerical and administrative support to all staff including, but not limited to bookkeeping activities, answering phones, typing, filing, preparing mailings, and ensuring a welcoming environment for all staff, agency partners and visitors
- Organize and maintain filing systems, office equipment (copier and postage machine), supplies and agency databases (includes Drop Box, Google Drive and TEAMS)
- Work with IT Support to ensure office technology (phones and internet) is up to date and running smoothly
- Work as part of a team to maintain agency tracking systems, forms, lists and record agency activities for programs, donors and events
- Internal and external communications with a wide variety of audiences, populations, and professions
- Organize, fulfil, and track material orders (educational materials, pinwheels)
- Provide and track invoices to customers, sponsors, event attendees and others
- Oversee the registration process for agency events and trainings
- Establish communication with building maintenance to ensure all issues are rectified in a timely manner
- Coordinate timeframes, deadlines and minutes for agency projects and meetings
- Conduct tasks as requested to ensure successful and timely delivery of local, regional and statewide trainings
- Weekly travel within and around Lexington to support agency administration activities such as picking up or dropping off items to the bookkeeper
- Work as part of a team to ensure successful delivery of the annual KIDS ARE WORTH IT! Conference, Child Abuse Prevention Month, fundraising events and other special events
- Work in conjunction with all staff to ensure timely and successful completion of program and agency goals
- Other duties as assigned

This is a full-time salaried position with health and dental insurance, a 401(k) plan and generous holiday, vacation, and sick leave. ANNUAL BENEFITS VALUED AT \$16,000 MINIMUM. The salary range for this position is \$32,000 to \$45,000.

### **What makes you qualified:**

- Bachelor’s degree or associate’s degree with relevant experience
- Commitment to diversity, equity, and inclusion
- Commitment to child abuse prevention
- Must be able to problem solve, from troubleshooting internet issues to handling new challenges
- Able to successfully work independently but function as part of a team

- Proven ability to manage multiple tasks and respond quickly to new events and competing priorities while meeting deadlines
- Excellent verbal and written communication skills
- Knowledge of standard office procedures (mailing, drafting letters, phone operations)
- Proficiency utilizing Microsoft Office Suite (Word, 365, Excel, PowerPoint)
- Must be a creative self-starter
- You have reliable transportation, a valid KY driver's license, and the ability to drive in rural and urban areas (driving downtown in Lexington or Louisville isn't a problem)
- Travel and some night/weekend work required
- Willingness and ability to take on increased responsibilities
- Ability to lift, maneuver and transport a minimum of 25 pounds on a frequent basis (we ship a lot of educational materials across the state)
- Ability to function successfully in crowded (ex: conference or events) as well as tight spaces (elevator)
- Must have reliable transportation, a valid KY driver's license, and the ability to drive in rural and urban areas
- Must pass a criminal and child abuse/neglect background check

This position is exposed to sensitive topics such as child fatalities, child sexual abuse, physical child abuse and more.

### **What else are we looking for?**

We want to make sure whoever joins our team believes in our work. If you had a cup of coffee with our employees, you would see we are:

- ❖ Curious - We strive to learn every day through constant questioning and exploration.
- ❖ Empathetic - We are good, genuine people who embrace others' perspectives.
- ❖ Challengers - We approach every day knowing we can do better and are never complacent.
- ❖ Understanding – We all have obligations outside of work. We don't want you to miss a family event because you are working. We've got ya covered!

### **Why Should You Apply?**

- ❖ Commitment to the wellbeing of employees and their families.
- ❖ Benefits! We are pretty proud of what we are able to offer employees. From paid time-off, insurance to other great perks valued at over \$16,000, annually. Past and present employees rate our benefits as excellent.
- ❖ Be a part of the process! We don't know everything, and we don't expect you to either. We value your input and experiences and want you to be a part of decisions and direction.
- ❖ Because going to work where you can impact the lives of others by providing trainings and programs to strengthen families and prevent child abuse is an incredible accomplishment.

### **Interested?**

If you are interested in joining our team, submit a summary of your experience, and how you think you will be an asset to PCAK, in whatever format you deem appropriate. You can submit a standard resume, and cover letter; a video (with embedded link); Power Point Presentation or other vehicle whereby you showcase your expertise and commitment to the prevention of child maltreatment. Your information should be submitted via one of these methods:

Via The KY Nonprofit Network: <http://tinyurl.com/pcakjobofficesupport>

Via Email: [jestepjordan@pcaky.org](mailto:jestepjordan@pcaky.org)

Via US Mail:

Prevent Child Abuse Kentucky

Attn: Janna Estep Jordan

2265 Harrodsburg Road, Suite 200

Lexington, KY 40504

No Phone Calls Please

All qualified applicants, including those in protected classes will receive consideration for employment.

Funded in part or in whole with state or federal funds through a contract (#PON2 736 2200003127) with the KY Cabinet for Health and Family Services.