



## **JOB DESCRIPTION**

**MHS**

**POSITION: Administrative Coordinator**

**REPORTS TO: Chief Operating Officer**

### **JOB SUMMARY:**

The Administrative Coordinator provides MHS administration and office support by assisting the president/CEO, COO, CFO and the MHS governing board. The Coordinator prepares and maintains all MHS member and administrative documents, and serves as the key contact for MHS Goshen office technical and support programs and services.

### **SPECIFIC RESPONSIBILITIES:**

1. Provide administrative support and assistance to the president/CEO, COO, CFO and program manager as needed.
  - Schedules meetings, video conferences and phone calls
  - Maintains working files for member services, programs, the MHS board of directors, and other leadership requirements
  - Creates and edits presentation materials to support MHS staff; including proposals, presentations, webinars, and other written correspondence.
  - Handles email correspondence as requested
  - Arranges travel, accommodations and itineraries as needed
  - Supports administrative functions in the Goshen office
2. Provide administrative support in the Goshen office
  - a. Mail and filing
  - b. Prepare bank deposits
  - c. Prepare checks
  - d. Prepare data for payroll
  - e. Schedule and set up meetings and appointments
3. Supports the MHS Board of Directors and serves as primary board contact.
  - Develops board meeting agendas, takes minutes, and performs all follow up tasks from the meetings
  - Schedules Board meetings, arranges travel for board members, and serves as the key contact for hotel and other logistical needs.
  - Maintains all board, committees, and other minutes and documents including bylaws.
  - Attends board meetings

4. Provides support to MHS members and serves as primary coordinator for sponsored members.
  - Track and maintain sponsored member board appointments; schedules new board member interviews and recommendations for approval, tracks tenure and re-appointments
  - Monitors sponsored member meeting schedules, board appointments, bylaws, and other sponsored member records.
  - Schedules MHS CEO sponsored board meeting attendance; tracks and forwards all board meeting packets and other sponsored member meeting and events
  - Provides CEO, CFO and COO with appropriate communication and planning support for sponsored member services
  - Serves as primary contact with MHS members for information and record-keeping
  
5. Manages and provides administrative oversight for the office.
  - Coordinates IT support and serves as the liaison with external support company
  - Assists with computer hardware, software, and other tech support as needed
  - Coordinates with Spohn Building manager for any office functions such as, heating/cooling systems, parking, and other safety and climate concerns
  - Recommends and maintains office procedures and systems including the employee handbook, employee insurance, and other operational documents
  - Monitors and purchases office supplies
  - Schedule and set up staff meetings
  
6. Provides administrative support to the Medical Expense Plan (MEP)
  - Assists with planning and coordination of MEP meetings
  - Attends off-site MEP meetings and takes minutes
  - Coordinates on-site meeting logistics
  - Assists with planning MEP hotel logistics
  - Serves as support to Governing Council and Administrative Committee for travel arrangements
  
7. Manages and provides support for other corporate office functions as requested.
  - Assists with planning and coordination of Mennonite Health Assembly; supports the sponsorship program and provides any administrative support as requested. Attends the Assembly and serves as on-site support.
  - Prepares information and research for administrative and program needs
  - Answers phone inquiries, direct calls and provides other information as requested
  - Supports and assists with communications, member programs and services as needed
  
8. Provides support for Mennonite Health Assembly planning
  - Assists with planning conference hotel logistics
  - Monitors and responds to registration issues.

- Assists with coordination of on-site conference logistics.
9. Maintains confidentiality in all services performed.
  10. Performs other administrative duties as required to support the mission and operation of the organization.

#### **QUALIFICATIONS:**

1. Bachelor Degree with at least one year in an office or administrative support position or high school diploma or equivalent with at least 4 years of experience in an office or administrative support position. Additional education may be substituted for the experience requirement.
2. Comfortable with self-direction and ability to work without supervision. Comfortable with both leadership and team-player role working in a collaborative environment.
3. Demonstrated skills, knowledge and experience in an administration office setting.
4. Proficient computer skills, including Microsoft office suite (Word, PowerPoint, and Excel); ability to manage high-level spreadsheets, presentations, documents and other data base management programs.
5. Ability to manage multiple projects at a time. Able to concentrate on multiple problems/tasks at once and prioritize appropriately.
6. Strong oral and written communication skills. Demonstrated ability to communicate in person and by telephone or via internet.
7. Initiates prompt and appropriate responses to problems and issues. Knows when to forward concerns and is comfortable making decisions regarding prioritization of any concerns or issues
8. Valid driver's license and safe driving record preferred.
9. Ability to maintain confidentiality.
10. Comfortable working in a Christian faith-based organization and supports the mission, vision and values of MHS.

#### **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.
- Seeing: Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Hearing: Must be able to hear well enough to communicate with others.
- Dexterity: Must be able to write, use a telephone, and a keyboard.
- Strength: Must be able to bend, stoop, and lift no more than 20 pounds. This position requires the completion of mostly sedentary work.
- Body Mechanics: The employee frequently is required to sit and reach with hands and arms.

The employee is occasionally required to stand; walk, stoop, kneel, and crouch.

**Position type and expected hours of work**

- This is a full-time exempt position
- Ability to work flexible hours based on the needs of the organization. Typical hours of work will be Monday through Friday 8:30 a.m. – 5:00 p.m. Occasional evening and weekend work will be required as job duties demand.
- Limited travel will be required.

**This job description is not intended to provide an all-inclusive listing of related job activities. Incumbent may be requested by management to perform other related activities in place of or in addition to those representative activities noted in this job description. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.**

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I have read this job description and fully understand the duties of the above position which I have applied and been selected.

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Employee’s Signature

Date

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Approval Signature

Date

August 2018, Updated November 2019