



TREEHOUSE

ENDING HOPELESSNESS AMONG TEENS

ADMINISTRATIVE COORDINATOR JOB DESCRIPTION

DEPARTMENT: Operations

REPORTS TO: Vice President Marketing & Operations

STATUS: Part-time (20 - 25 hours), position sharing

CLASSIFICATION: Non-exempt

WORK HOURS: Monday – Friday 8:30 – 1:00, plus flexibility for events

ABOUT TREEHOUSE

TreeHouse is on a mission to end hopelessness among teens. Through safe, grace-based environments and one-to-one mentoring, teens build healthy relationships, better coping skills and a sense of purpose rooted in the living hope of Jesus, unleashing untold potential in themselves and their communities. TreeHouse staff are grounded in the core values of GRACE (Growth, Relationships, Authenticity, Community, Empowerment) that determine how we build relationships with donors, partners, volunteers, fellow staff, and teens. TreeHouse serves over 3,000 teens annually across 7 states and is growing to lead the nation in ending hopelessness among teens.

GENERAL TREEHOUSE STAFF REQUIREMENT

By God's grace, TreeHouse staff live out Christian faith and values in ways that are consistent with the teachings of Scripture and by participating in a fellowship of believers for spiritual enrichment, encouragement, support, and accountability.

JOB SUMMARY

The administrative coordinator is part of the front reception team and serves as host/hostess for all guests and first line of security for the Program Training Center. The coordinator is also primarily responsible for the administrative support for the Operations team.

ESSENTIAL JOB FUNCTIONS

- Answer phones and greet Program & Training Center guests with grace, respect and dignity remembering that you may be someone's first impression of TreeHouse
- Provide office administrative support including but not limited to support for marketing team, maintaining office supplies, maintaining staff directories and organization charts, front desk security and reception and monitoring general email boxes such as Employment@TreeHouseHope.org and Information@TreeHouseHope.org.
- Maintain up to date procedures and written processes for all front desk staff in cooperation with the Executive Assistant to the CEO and VP Marketing & Operations including but not limited to leading mail opening, answering phones, scheduling interviews, etc.
- Serve as back up for TreeHouseHope.org email domain including maintaining employee email addresses and group distribution lists
- Perform other duties and responsibilities as assigned

QUALIFICATIONS

- Mature faith in Jesus Christ which is compatible with the TreeHouse statement of faith and philosophy of ministry
- Commitment to the Vision, Mission, and Core Values of TreeHouse

- Minimum 2 years' experience providing administrative support and coordination, preferably in a non-profit or faith based organization
- Proficiency in Microsoft Office Suite and Google Suite
- Team orientation with strong organizational and time management skills
- Strong interpersonal skills; ability to work with individuals at all levels of the organization
- Self-motivated with ability to meet deadlines independently and as part of a team
- Ability to forge positive working relationships with a wide variety of people
- Desire to continue learning and improving skill sets
- Excellent written and verbal communication skills
- Sound judgment and confidentiality