**Community Foundation Partnership, Inc. (CFP)**

**Office Coordinator Job Description**

Community Foundation Partnership (CFP) is looking for an energetic, full-time Office Coordinator at our Bedford office who is motivated by the opportunity to grow with our organization. We need someone who will assist with general office activities and clerical support. The candidate must be a genuine people person and a self-starter who can maintain confidential information, pass a drug screen/credit check, multi-task, meet deadlines, and work with a positive attitude. This position is classified as regular, non-exempt (hourly), full-time (40 hours per week). The office hours are Monday-Friday. 8:00 am - 4:00 pm. (Must be available for occasional after-hours meetings and events.) Some flexibility in hours may be allowed on occasion.

**RESPONSIBILITIES:**

This position’s primary responsibility is to support the daily operations of the CFP for the benefit of the communities we serve. Responsibilities include, but are not limited, to the following:

* Perform general office functions, such as answering phones, covering the front desk, making copies, preparing mailings, filing, and updating database.
* Prepare documentation, review files for completeness, follow up with clients as needed.
* Prepare for and coordinate meetings.
* Learn Foundation Cloud software and provide training as needed.
* Arrange visits and photo ops when necessary.
* Provide updated information for the website and social media.
* Assist with grants and scholarships processes and inquiries.
* Assist with large- and small-scale events and purchases as needed.
* Assist with securing signatures on documents and/or checks.
* Maintain a safe, clean, and efficient office environment.
* Maintain professional office presence and respond to (or redirect) inquiries.
* Work closely with the CEO and staff.
* All other duties as assigned.

**SKILLS/QUALIFICATIONS:**

The following describes the general nature and level of work expected and is not an exhaustive list of all responsibilities, duties and skills required of the employee. The successful candidate will be able to work alone, and, as part of a team, have strong organizational and effective communications skills (written, oral and interpersonal) with a high level of attention to detail and the ability to analyze and think critically.

* Associate degree or equivalent experience, preferably in an office setting.
* Proficient in Microsoft Office, internet, social media.
* Able to type 45+ WPM with high accuracy.
* Must be computer literate and be proficient in Word.
* Must read and speak English fluently.
* Must have a valid driver’s license and be insured.
* Experience working at or volunteering for a non-profit organization is a plus.

If you would like to join our team in a professional office setting with a high potential for upward mobility, please email your letter of interest and resume to: LCCF@CFPARTNER.ORG