



## **Office Coordinator**

The Office Coordinator is a key member of the Hugh Lane team, welcoming community and supporting organizational operations. The Office Coordinator serves as the first point of contact, responding to requests for support. In addition, this role assists clients in navigating resources, including Hugh's Kitchen pantry program. The Office Coordinator is responsible for maintaining the physical space(s) of the organization to ensure efficient operations across all service areas. In addition, this role supports the administrative operations of the organization by maintaining and entering records to assure agency deliverables are met across programs. The Office Coordinator should be highly organized and thrive in a fast paced work environment with evolving and competing demands. This is a full-time role with benefits reporting to the Leadership Team.

### **Administration**

1. Respond to in-person, email and phone requests for support and services
2. Triage client requests and direct across HLWF team
3. Coordinate program registration and communication for events and services
4. Welcome community to our programs and space(s)
5. Support clients in accessing resources across programs, including Hugh's Kitchen
6. Document and track program deliverables and resource distribution
7. Coordinate agency documentation and filing systems with leadership team
8. Process and manage incoming and outgoing mail
9. Enter data into agency filing and database systems

### **Operations**

1. Support agency and community based events on site
2. Manage office space, equipment and supply ordering
3. Coordinate and support vendor and subcontractor services Identify and manage vendors and subcontractors
4. Implement safety protocols and standards for staff and volunteers
5. Attend meetings as an organizational representative
6. Support program implementation in collaboration with the leadership team
7. Work collaboratively with HLWF team members

**The Ideal Candidate will:**

- Have an understanding of gender, sexuality and health disparities impacting the LGBTQ+ communities.
- Have an understanding of racism at the systemic and individual level and be able to implement anti-racist practices in all of their work
- Work effectively both individually and as part of a team
- Be highly organized and detail oriented
- Provide Act 33/34 and FBI clearances prior to starting\* (paid for by HLWF)

Candidates should email their interest with any supporting documentation, including: resume, previous employment, lived, volunteer or educational experiences to: [info@hughlane.org](mailto:info@hughlane.org)

Hugh Lane Wellness Foundation is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting and promoting a diverse workforce. We believe that differences in our identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply. Range: \$37-47k with benefits.

\*While we are required to obtain clearances prior to starting employment for all staff, involvement with the justice system that disproportionately impacts Black people, People of Color and LGBTQ+ communities is not an automatic reason for disqualification. There are few instances of disqualification as outlined in PA Child Protective Services Law.