

Job Title: Administrative Coordinator

Location: Baton Rouge, LA

Reports To: Executive Director

Salary: Competitive

Exemption Status: Full-time, Exempt



CAPITAL AREA
Family Justice Center

Capital Area Family Justice Center (CAFJC) is a newly formed 501(c)(3) organization. Our mission is to provide survivors of domestic and dating violence with the opportunity to create safer, more stable lives for themselves and their children by providing in-depth, professionally supported, comprehensive services. This work will be carried out through multi-disciplinary collaboration and compassionate advocacy, and is driven by the highest standards of excellence. CAFJC will house a variety of partner agencies to provide client services.

We are looking for an Administrative Coordinator to receive CAFJC guests, manage the day-to-day office operations provide administrative support to the Executive Director and Director of Operations, and help spread the word about CAFJC's work in the community through events and social media.

This position might be right for you if:

- 🕒 You are empathetic and compassionate and have a passion for helping people.
- 🕒 You are self-motivated. You volunteer for new projects without waiting to be asked and take ownership of how you spend your time.
- 🕒 You like learning new things and learn them quickly. When things change, you know how to regroup and adapt.
- 🕒 You communicate clearly. You write and speak professionally and are comfortable communicating both in writing, on the phone, and in person with a diverse group of people in many different roles.
- 🕒 You pay attention to detail. You're able to work independently to carry out assignments and balance multiple projects at the same time.
- 🕒 You're cool under pressure. You enjoy solving problems and don't get flustered easily. If you don't know the answer, you'll dig until you find it.

Some tasks of this role are:

Administrative

- 🕒 Answering phone calls, receiving guests, ordering office supplies, processing mail, running errands
- 🕒 Working with Executive Director and Director of Operations to design and implement general office procedures for a new organization
- 🕒 Assisting with preparation of materials for and taking minutes at monthly board meetings
- 🕒 Working with partner organizations to help them settle into a new location and get set up to do their work

Community Outreach and Social Media

- 🕒 Representing the organization at community events which will include some evening and weekend work
- 🕒 Preparing and transporting marketing materials to and from events
- 🕒 Updating the CAFJC website
- 🕒 Posting and responding to comments and information requests on Instagram and Facebook

We're looking for a candidate with a bachelor's degree and 3-5 years of office management experience, preferably in a human services organization. You'll also need reliable transportation, a valid drivers license, and vehicle insurance.

We can offer you:

- 🕒 A competitive salary
- 🕒 Medical insurance
- 🕒 The opportunity to work alongside an exceptional group of community leaders to make a difference in the lives of the people we serve and to be part of growing a stronger community.

**If this position might be right for you,
please submit your resume to info@cafjc.org with the subject line
'Administrative Coordinator: Your Name'.**