

South Carolina Network of Children's Advocacy Centers

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Job Title: Administrative Coordinator

Reports To: Executive Director

Date Updated: 12/27/18

For more information visit our website:

www.cac-sc.org

SUMMARY

The Administrative Coordinator will work with the Executive Director and Program Director to ensure the smooth and effective functioning of all programs, training events, conferences, and technical assistance efforts of the South Carolina Network of Children's Advocacy Centers (SCNCAC). This includes implementing administrative systems, procedures, and policies, monitoring administrative projects, and maintaining CAC assistance programs to ensure effective management of SCNCAC office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: *Other duties may be assigned.*

- Assist the Executive Director and Program Director with technical assistance to support the efforts of Associate/Developing Children's Advocacy Centers (CACs) in South Carolina to become accredited members of SCNCAC and the National Children's Alliance (NCA). Work collaboratively with the Executive Director and CACs in South Carolina to identify and communicate needs of individual programs and the potential role of the Chapter in addressing those needs.
- Maintain familiarity with child abuse and Children's Advocacy Center research and disseminate relevant information to members as necessary.
- Assist with development and distribution of the SCNCAC monthly newsletter.
- Assist with gathering and analyzing data for development of SCNCAC annual CAC service area gap maps.
- Help to promote training, technical assistance, and other services of SCNCAC. Initiate email, phone, and post mail to and among Chapter members to gather and share information relevant to technical assistance and training needs.
- Maintain updated technical assistance and training records for SCNCAC.
- Attend and participate in SCNCAC membership meetings and additional meetings as directed by the Executive Director.
- Assist with maintaining and keeping current the administrative portions of the SCNCAC website as directed.
- Assist with maintaining and keeping current the SCNCAC social media presence.
- Maintain accurate records on time worked and activities conducted.
- Maintain administrative workflow by studying methods, implementing cost reductions, and developing reporting procedures.
- Create and revise systems and procedures by analyzing operating practices, studying utilization of software technologies, evaluating volunteers, technological requirements and recommending needed changes.
- Develop volunteer staff by providing information, educational opportunities, and coaching.
- Resolve administrative problems by analyzing information and identifying and recommending solutions.
- Maintain CAC technical assistance program by directing and controlling administrative technical aspects in accordance with management directives.
- Provide information by answering questions and requests by phone, email and other means.
- Ensure that the SCNCAC office is well-maintained, organized, and secure.
- Handle basic office duties, such as answering and routing phones, responding to emails, maintaining employee, financial, and technical assistance records, and data entry and reporting.

REQUIREMENTS include the following:

- Proven work experience in coordinating multiple office and administrative tasks in an organizational setting.
- Adequate knowledge of learning management systems and web delivery tools.
- Proficiency with MS Office and/or similar database and word processing programs.
- Familiarity with the Children’s Advocacy Center model preferred.
- A valid driver’s license and reliable transportation
- Strong communication and organizational skills with the ability to handle multiple assignments.
- Ability to work independently and utilize discretion when performing tasks without direct supervision.
- Associate or bachelor’s degree in a related field. Applicants with equivalent training and/or work experience will also be considered.

EMPLOYMENT STATUS

The Administrative Coordinator is a grant-funded, exempt full time salaried position of SCNCAC. The position requires at least 40 hours of work per week and the Administrative Coordinator will often work a flexible schedule to accommodate the technical assistance and training needs of SCNCAC and its member CACs. Occasional travel in South Carolina may be required.

The worksite location is the SCNCAC offices in downtown Columbia, South Carolina when not conducting work related travel.

Salary range: Salary commensurate with experience ranging between \$34,000 - \$42,000. The selected candidate must successfully complete a comprehensive background screening process.

SCNCAC is an Equal Opportunity Employer

Applications are only accepted online at www.cac-sc.org/Employment-Opportunities