



CORNERSTONE OF HOPE – COLUMBUS **A CENTER FOR GRIEVING CHILDREN, TEENS, AND ADULTS**

Office Coordinator – Columbus

- Position Title:** Office Coordinator
Position Status: Full Time Preferred (will consider 32 hours per week)/competitive rate based on experience
Work Schedule: Flexible hours Monday through Friday
Reports To: Clinical Director

Professional Skills Required:

- Excellent verbal and written communication skills
- Knowledge of general office administrative procedures
- Excellent time management skills and ability to multi-task
- Strong organizational, planning, and problem solving skills
- Ability to function independently and as a team player
- Strong sense of discretion and professionalism
- General computer skills, includes Microsoft Suite proficiency (Excel, Word and Outlook)
- Knowledge of database management, is preferred but not required
- Some college is preferred
- Desire to learn

Overview:

Cornerstone of Hope, Ohio's leading provider of bereavement services, is seeking a warm and welcoming Office Coordinator to join our compassionate team.

The role of the Office Coordinator is to provide administrative support to the Clinical Director, as well as to the clinicians and other employees through a variety of tasks and general office coordination. This Office Coordinator position has the primary responsibility of managing the day-to-day office functions and is the first point of contact for clients and visitors.

The ideal Office Coordinator candidate will be highly organized and capable of handling multiple projects with varying levels of confidentiality and urgency. The Office Coordinator must have excellent customer service and verbal/written communication skills and be able to utilize a computer for basic tasks such as email, data base management and scheduling.

Job Responsibilities:

I. Office Coordination - 20%

- Scheduling and coordinating day-to-day operations such as organizing meetings and managing office functions
- Answering phones and greeting clients and guests
- Maintaining cleanliness of office



Cornerstone of Hope

- Ordering supplies
- Billing and light accounting/bookkeeping duties
- Completing data entry
- Running company errands, if necessary
- Greeting clients and visitors and answering calls
- Maintaining professional relationships with coworkers, clients, visitors, vendors, and donors
- Assisting with the execution of programs, events, and services related to the organization's mission and goals
- Managing the Columbus volunteer program

II. **Programming - 30%**

- Managing and scheduling Support Groups, School Groups, Grief Matters, Workshops, Memorial Events
- Providing support to Trauma Loss Coordinator

III. **Intake Coordination - 30%**

- Answering all phone calls/inquiries for services
- Maintaining/organizing all intake functions including managing wait list, collecting client information, following up with clients, and scheduling new clients
- Data entry of new clients as necessary

IV. **Outreach - 20%**

- Collaborating with community agencies
- Providing follow up to Trauma Loss families
- Providing input to various marketing projects (Newsletter; e-News; Community Calendars)
- Providing support for fundraising events
- Preparing and distributing donor and Board of Director communications

As a non-profit organization, Cornerstone of Hope values faith, compassion, commitment and passion. These core values shape the culture of the entire organization. The value of faith is intentionally listed first of all values. Ephesians 2:20 reads *"Built upon the foundation of the apostles and the prophets, Jesus Christ himself being the cornerstone..."* Cornerstone of Hope believes that Jesus is the cornerstone of this mission. We welcome and serve all who seek support, just as Christ did.

To be considered candidates must:

- Submit a resume
- Submit a cover letter

Cover letter should provide insight to your experience and interests and how you demonstrate Cornerstone of Hope's core values of faith, compassion, commitment, and passion.

Please submit your resume and cover letter to Maryann Mackey at maryann@cornerstoneofhope.org