

JOB DESCRIPTION

TITLE: Office & Data reporting Coordinator

FLSA STATUS: Full time

REPORTS TO: HR Director, in their
absence the COO

JOB SUMMARY:

Provides excellent customer service to all guests, board members, volunteers, clients and staff of LiveSafe Resources. This role will also provide administrative support for LSR operations team including mailings, database entry, and monthly reporting. Provides support to the daily operations of LiveSafe Resources front office.

Additionally, the role includes critical reporting responsibilities to ensure accurate data collection and analysis.

DUTIES AND RESPONSIBILITIES:

Office coordination

- Promote positive environment at LiveSafe Resources greeting all walk-in guests and answers telephone calls in a friendly and professional manner.
- Respond to general voicemails, emails and other inquiries.
- Ensure daily delivery of all incoming mail and/packages to the appropriate staff mailboxes to the LiveSafe. Coordinate with maintenance team/ handyman for larger package.
- Assist with outgoing mailings and operate postage machine. Monitor security system throughout the day to ensure proper guest admission on campus.
- Coordinate drop-off donations, complete tax receipt forms and arrange delivery of donations to proper storage and/or program.
- Order office supplies as needed.
- Ensure upstairs and downstairs breakrooms and copy rooms are kept tidy and stocked with supplies.
- Provide basis clerical duties (copying of forms, inventory, filing, etc.)
- Manage administrative volunteer tasks/responsibilities during volunteer shift
- Attend staff meetings, training sessions, professional workshops, and special events, as requested.
- Other duties as assigned.

Program Reporting:

- Prepare assigned monthly and quarterly reports summarizing program data, outcomes, and performance indicators.
- Ensure timely and accurate submission of reports to meet internal and external reporting requirements.
- Submit data findings and program updates to the organization's leadership team.

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- Provide programmatic reports as requested by the development and marketing team as needed
- Conduct training sessions and workshops to help programmatic staff with data submission
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KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be able to handle multiple tasks.
- Must be computer literate and knowledge of the use of Microsoft Office software.
- Experience in data collection, analysis, and reporting, preferably in a non-profit or social services setting.
- Strong oral communication skills required to effectively communicate with a broad range of individuals.
- Ability to prioritize all aspects of the job is a key to success.
- May be required to lift boxes up to 25 lbs.

MINIMUM CREDENTIALS AND EXPERIENCE:

Bachelor degree in business administration preferred, but we would consider high school Diploma/GED with 2+ years related experience. Must have the following skills: data entry, MS Office – Basic to Intermediate level, excellent communications and multi-tasking. Must be able to maintain composure in all situations, be a quick learner, be comfortable dealing with all levels of management – secretarial to executive management level, and like dealing with the public.

Must have valid driver's license in State of Georgia and driving record must comply with insurance requirements. Employment is contingent upon satisfactory results of background, fingerprint, drug and motor vehicle record checks.

DISCLAIMER

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.