

**Application Instructions:** Interested candidates should submit a resume and one-page cover letter as a single PDF file (file name: FirstName\_LastName.pdf) via e-mail to [jobs@jlcincinnati.org](mailto:jobs@jlcincinnati.org) with the subject, "JLC Office Coordinator."

In your cover letter, please indicate how you heard of this opportunity.

**Job Title:** Office Coordinator (Part-Time 20 hours/week)

**Job Summary:** The Office Coordinator is responsible for the day-to-day operations of the Junior League of Cincinnati (JLC) and the Columbia Center, working closely with the Managing Director and Building Manager.

**Reports to:** This position reports directly to the Managing Director.

## **Responsibilities:**

### **Day-to-Day Operations:**

- Staff the JLC office, receive visitors and deliveries, answers phone and general email inquiries.
- Provide administrative support to Membership, Committees, Councils, EMT, and Board of Directors.
- Maintain voice message system to include upcoming event information and office closures.
- Coordinate building rentals with clients and vendors in cooperation with the JLC Building Supervisor.
- Maintain Columbia Center calendar for both rentals and member meetings.
- Serve as the JLC Member Records Administrator. The Member Records Administrator is the liaison between the Association of Junior Leagues International (AJLI) and the JLC regarding members' records, status and contact information, includes keeping the database standardized and clean.
- Other duties as assigned by the Managing Director.

### **Database, Bulk Mailing, and General Mailing:**

- Assist/instruct committees with bulk mailings and mail merges as requested (i.e., providing labels and/or printed envelopes, printing letters, assisting with mailing preparation).
- Completion of bulk mailing paperwork and delivery to post office.
- Maintain member mailing lists.

### **Bookkeeping:**

- Maintain general ledger accounts and prepare monthly financial statements for Board Treasurer and monthly meetings.
- Processes accounts payable and accounts receivable.
- Accurately prepare deposit slips and endorse checks.
- Assist in preparing financial statements and reports.
- Send acknowledgment/tax receipt/thank you letters of all JLC contributions for fundraisers, all Annual Fund, Endowment donors, and project donations.
- Maintain regular communications with Bookkeeper, VP/Finance, and Board Treasurer on bookkeeping operations.

- Complete annual training with President, Bookkeeper, VP/Finance, and Board Treasurer on Digital Cheetah and QuickBooks software to ensure consistency, efficiency and understanding by all parties.

**Office Supplies and Maintenance:**

- Coordinate purchasing of office and building supplies.
- Assist committees with ordering supplies for special projects when necessary.
- Monitor and maintain stationery supplies including letterhead, envelopes, etc.

**Technology and Record Retention:**

- Create and maintain member profiles in online database to include New Members, transfers and reinstatements.
- Assist members in updating their profile information in online database.
- Generate reports from database to support committee work.
- Maintain archival computer and hard copy files of *Perspectives* magazine, Annual Report and 990 and upload to JLC website.

**Desirable Qualifications:**

- Excellent customer service skills
- Strong oral and written communication skills
- Excellent organizational skills, including a strong command of filing systems
- Ability to represent the Junior League of Cincinnati in a professional manner

**Experience:**

- Strong comfort with Microsoft Office products and QuickBooks accounting software
- Comfort with facilitating non-profit bulk mailings
- Comfort with events management and rental support
- Basic bookkeeping competencies
- Experience working with a membership-based organization strongly desired