



**Administrative Coordinator
Summer 2023**

RECLAIM increases access to mental health care so queer and trans youth may reclaim their lives from oppression in all its forms. We partner with youth and young adults ages 12-25 who are marginalized because of their gender identity, gender expression and/or sexual orientation. We provide financially accessible therapy to youth and their families, as well as community trainings, consultation, and outreach to local partners to change the overall landscape of access to care for queer and trans youth.

We are seeking a full-time Administrative Coordinator who is passionate about the mission and values of RECLAIM. We engage clients in holistic healing that addresses as many areas of need as possible. We specialize in supporting youth around sexual orientation and gender identity/expression while recognizing all aspects of identity reclamation. RECLAIM strives to recruit candidates who share the identities of the clients we serve, including individuals from LGBTQ+ and/or BIPOC communities.

RECLAIM is an equal opportunity employer. It is our policy not to discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, citizenship, pregnancy or maternity, disability, work-related injury, veteran status, political ideology, genetic information, marital status, family status, or any other status protected by applicable federal, state, or local law.

**Salary Range: \$40,000 - \$48,000 (depending on hours)
32 - 37.5 hours per week, generous PTO, benefits eligible.**

Job Summary: Provide administrative support to staff across the organization. Manage technology and other administrative systems to ensure that all organizational administrative needs are met.

Job Expectations:

Development & Communications Support

- Maintain outreach material inventories and supplies in coordination with development staff
- Assist with implementation of signature events including annual brunch gala and Pride outreach
- Assist development staff in providing support to volunteers
- Process all financial contributions and in-kind donations into donor database
- Review donation reports with Development and Communications Manager
- Produce acknowledgement letters with support from Development and Communications Manager
- Additional tasks as needed

Office Administration, Coordination, and Hospitality

- Create a welcoming office environment for in-person volunteers and clients
- Respond to all general e-mail and phone inquiries; delegate service requests and other inquiries to appropriate staff as needed

- Coordinate with vendors for technology support and other operational needs
- Maintain inventory of technology and other systems including computers, phones, tablets, keys, etc.
- Communicate needs related to technology and other systems to Executive Director
- Monitor organization and inventory of general office supplies and reorder as necessary
- Prepare and submit bank deposits; complete other agency errands as needed
- Coordinate office systems and procedures
- Manage technology access for incoming and exiting staff and interns
- Orient new staff and interns to organization's technology systems
- Handle all confidential material in compliance with HIPAA standards
- Perform clerical tasks such as opening mail, scanning, faxing, and printing
- Additional tasks as needed

Additional Duties

- Record minutes for Staff and Board meetings as needed
- Represent RECLAIM at local and regional provider network meetings
- Provide coverage support to manage requests for services during extended absences of intake staff
- Provide administrative support to Executive Director, Clinical Director, and Board of Directors as needed

Minimum Qualifications to Fulfill Job Responsibilities

Required Qualifications

- Familiarity with the identities and experiences of the LGBTQ+ community
- Excellent time management, communication, organizational, and problem-solving skills
- Strong initiative and ability to prioritize tasks
- Ability to work both independently and collaboratively
- Proficiency in Microsoft Office, Google Suite, and ability to easily navigate online resources
- Ability to lift up to 25 pounds

Preferred Qualifications

- A clear commitment to actively work for social and racial justice
- Ability to rapidly connect with adolescents and young adults
- Experience with electronic health records and/or other online database systems
- Experience working in an office environment providing administrative support

Level to which this position reports: Executive Director

To apply, submit resume, cover letter, and three professional references to RECLAIM's Executive Director, Ryan Fouts, at ryan@reclaim.care.