

MISS RUBY'S KIDS

Every Child Deserves An Equal Start
A ParentChild+ Replication Site

About the Organization

Miss Ruby's Kids provides our community with early literacy education and mentoring using evidence-based research, curriculum, and parental coaching to ensure all Miss Ruby's Kids enter school with an equal start. Parents/caregivers will be equipped to confidently engage in their children's education and foster a lifelong love of learning. Our core values represent our shared sense of purpose and are ingrained into the Miss Ruby's Kids Culture.

Job Summary

Miss Ruby's Kids is seeking a part time (up to 30 hours a week) Administrative Coordinator to join our team. The Administrative Coordinator will work alongside campus staff to support the overall mission of Miss Ruby's Kids while assisting with day-to-day functions.

Responsibilities

Administrative

- Maintain mailing list and donor & other constituent records in donor database.
- Provide data, financial, and timeline tracking for programs, grants, and other initiatives.
- Assist in the management of Miss Ruby's Kids website, including creating registration forms and helping to ensure that the information on the website is accurate and up to date.
- Support the organization's communications with donors, partner organizations, and other constituents.
- Support the MRK Board of Directors and committees.
- Provide timely clerical and organization support to the Executive Director and program staff.
- Analyze and organize office operations and procedures.
- Collaborate with staff to ensure effective management of MRK'S social media across different platforms.
- Manage various aspects of the organization's technology:
 - Software Management
 - Office Technology
 - Record all computer inventory, software, contracts, warranties.
- Purchase materials, plan inventory, and monitor usage.
- Create and distribute promotional materials.

Financial

- Make deposits, scan all transactions to Director of Finance.

- Manage phone and online payments processing through donor database.
- Coordinate daily banking with Executive Director and Director of Finance.
- Manage donor records and fundraising efforts in donor database.
- Support the Executive Director in the various stages of grant writing.

Work Assignment / Review / Responsibility

Work functions will be assigned and reviewed by the Executive Director of MRK. The ability to work independently without constant supervision as well as critical decision-making capabilities are an integral part of the responsibilities of the position.

Requirements

- High school diploma or equivalent.
- Three years' experience as an Administrative Coordinator or in a similar role.
- Proficiency in Microsoft Office and other administrative software.
- Excellent communication both verbal & written and organizational skills.
- Strong attention to detail and ability to multitask.
- Ability to work independently and as part of a team.

Working Conditions

Our office is an open-plan space that fosters collaboration and creativity. Teams work closely together, sharing ideas and solutions in a supportive atmosphere. We provide all necessary equipment to ensure a comfortable workspace. Miss Ruby's Kids culture values innovation, inclusivity, and a positive attitude. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Administrative Coordinator's job.