



Administrative Coordinator

TITLE: Administrative Coordinator

STARTING SALARY: TBD

FLSA Status: Exempt

TRAVEL: Occasional

HEALTH BENEFITS: Available, as appropriate to applicant.

SUMMARY OF POSITION

Responsible for overall working knowledge of Capital Area of Texas Regional Advisory Council (CATRAC) programs and initiatives in order to coordinate communication between the Executive Director, staff, and member organizations. Performs administrative tasks and support for efficient operation of CATRAC internal operations as well as a liaison with CATRAC members and regional stakeholders. Coordinates meetings including document preparation. Updates CATRAC website and social media with guidance from staff.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director

Directs: Not applicable. This is a non-supervisory position.

PRINCIPLE DUTIES AND RESPONSIBILITIES

Greet members and visitors upon arrival and direct to appropriate area or individual.

Assures day-to-day operation of the office by assisting with and maintaining the Executive Director and staff calendars, office calendar, and coordinating travel arrangements.

Coordinate and arrange meetings (Executive Board, General Assembly, committees, etc.), prepare agendas, reserve and prepare facilities and meetings area, and record and transcribe minutes of meetings.

Assists with the organization and preparation of RAC sponsored/hosted education and training opportunities.

Prepares documents including composing letters, memos, reports, and other correspondence for the agency.

Manages email distribution lists for both the clinical and preparedness programs in support of the four healthcare coalitions and EMTF.

Collects and maintains current member and stakeholder contact information.

Maintains office records by preparing, completing, and maintaining paper and electronic filing systems.

Maintains knowledge of current and planned CATRAC programs including, but not limited to, disaster preparedness, education, injury prevention, pediatrics, cardiac care, stroke, and various workgroups. Assist in carrying out CATRAC programmatic activities as necessary.

Assists Executive Director and staff with contract compliance measures for all RAC funding contracts.

Assists RAC membership with RAC participation requirements, reports, and other projects as needed.

Assist with content and maintenance of the CATRAC website.

Demonstrate a high level of “customer service” at all times toward internal and external customers.

Performs other related duties as may be assigned.

ACCEPTABLE EXPERIENCE AND TRAINING:

Proficient computer skills to include using Microsoft Office Products (Outlook, Word, Excel, PowerPoint), Adobe Acrobat, and Microsoft Teams. Experience with website design or website maintenance preferred. Experience with contracts and grants management a plus. Must demonstrate proficiency in both oral and written communication.

High School education required. Some college or Associates Degree preferred. Four years administrative experience required.

Must be able to complete the Incident Command System (ICS) courses of 800, 700, and 100 within one (1) year of employment if training was not completed prior to employment.

CERTIFICATES AND LICENSES REQUIRED

Must possess a valid Texas driver's license or available alternate means of transportation.