

**Position:**  Office Administrator

**Department:** South Florida Healthy Community- Hollywood, Florida

**Supervisor:** Site Director

The Office Administrator is responsible organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency of Special Olympics Florida (SOFL) South Florida Healthy Community under the supervisor of the Site Director. This includes maintaining office services and efficiency, supervising office volunteers and maintaining office records and inventory.

**Qualifications:**

• Bachelor’s Degree plus a minimum of three years organizing and coordinating office operations, preferably in a similar capacity or in a medical setting.

• Courteous, pleasant and professional manner and appearance.

• Superior interpersonal skills, willingness and commitment to providing a high level of consumer services.

• Ability to maintain and protect privacy and confidentiality.

• Strong computer skills which include but are not limited to Microsoft Publisher, Excel, PowerPoint, Word and Outlook.

• Ability to multitask by handling a busy, fast-paced environment and accommodate incoming visitors, volunteers, consumers, healthcare professionals simultaneously.

• Communicate effectively and professionally in a clear and tactful manner with employees and outside volunteers or practitioners/’providers.

• Proven organizational and prioritization skills with strong attention to detail.

• Demonstrated ability and willingness to be a team player in a team-oriented environment.

• Flexible to changing needs, schedule changes and new projects.

• Prompt arrival and regular attendance required.

• Must have valid driver’s license and insurance

• Must pass a background check prior to employment

• Ability to lift up to 50 pounds

**Responsibilities**

• Organize and coordinate office operations including typing, editing and proofreading, memos, reports, mailing lists, emails and publications.

• Prepare check requests.

• Control correspondences

• Liaise with other agencies, organizations and universities

• Design/disseminate flyers for events as necessary.

• Process all forms and maintain statistical and tracking consumer databases.

• Manage consumer registration, appointments, care coordination & follow-up.

• Supervise volunteers and office aides.

• Maintain and update volunteer database and all related forms.

• Assist with scheduling and coordinating all screenings events.

• Maintain inventory of supplies and equipment.

• Anticipate needed supplies as necessary.

• Review and approve supply requisitions.

• Manage Social Media contents, communication and recruitment.

• Assist with all special projects as needed.

• Other duties as assigned by the Site Director.

**Special Requirements**: Must be able to travel and complete weekend and evening duties as assigned.

**Status:** Part Time; flexible schedule; non-exempt position