



Location: **Amplify, Inc. - Greater Hartford/Manchester area**

Position Title: **Office Coordinator**

Amplify, Inc. is the Regional Behavioral Health Action Organization (RBHAO) for the North Central Region of CT, serving as the region's strategic community partner for planning, education, prevention and promotion of behavioral health and wellness. Our main areas of focus include mental health, suicide, substance misuse and problem gambling.

*Amplify's mission is to strengthen the ability of the region to assess needs, develop plans, and advocate for strategies and resources to advance healthy communities.*

The organization works across the lifespan with a focus on enhancing prevention, treatment, and recovery supports for the mental health and addiction needs of individuals and communities.

Our partners include health and behavioral health providers, municipal appointees, schools, parents, youth/young adults, elected officials, churches/fait-based groups, law enforcement, persons/family members with lived experience of behavioral health, businesses, recovery and peer supports, youth serving organizations, civic or fraternal groups, media, and other interested community members.

### **Job Description:**

The Office Coordinator at Amplify is responsible for various administrative tasks and works closely with the Executive Director to ensure organizational effectiveness across the agency.

The ideal candidate will have:

- Strong organizational experience and skills.
- The ability to multi-task and work independently.
- Demonstrated bookkeeping, invoicing, or accounting experience.
- Strong computer skills (Microsoft Office including Word, Excel Outlook email) and experience with presentation programs (PowerPoint and Canva).
- A demonstrated record as a successful team player, including the ability to develop and maintain a solution-focused, positive attitude throughout the organization.
- Excellent customer service skills and models professionalism with agency staff and external partners.

### **Responsibilities**

- Manages accurate and timely invoicing, billing, and fiscal reporting for multiple contracts.
- Maintains agency records and mail operations.
- Supports HR-related administrative tasks.
- Manages relationships with vendors and landlord(s), ensuring items are correctly invoiced/paid on time.
- Manages the annual audit process from the end of the fiscal year through the review



- Assists the Executive Director with projects as requested including strategic planning, community needs reports, and special Events (legislative breakfast, conferences, fundraising efforts)
- Responds to incoming calls and directs to appropriate persons.
- Maintains/orders supplies.
- Supports technology needs, calling on contracted IT consultants when necessary.
- Coordinates executive-level meetings and conference room scheduling.
- Other duties as assigned.

### Qualifications

- Strong organizational and administrative skills that include the ability to see the big picture as well as the day to day needs of the agency.
- Excellent interpersonal, written, and verbal communication skills to articulate and explain financial and reporting tasks in a clear, manner.
- Strong time-management skills.
- Proven ability to maintain confidentiality and ethical standards.
- At least three years of experience in related positions of increasing responsibility.
- Associates degree in relevant field preferred, not required

**To Apply:** Please email cover letter, resume, and 2 references to [info@amplifyct.org](mailto:info@amplifyct.org) with “Office Coordinator” in the subject line of the email.

Job Type: Full-time (30-35 hours)

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan

Schedule:

- Monday to Friday

We are an equal opportunity employer and will consider all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status. We encourage applications from people with a diversity of perspectives including lived experience.