



ADMINISTRATIVE & MARKETING COORDINATOR

The Administrative & Marketing Coordinator will ensure all phases of the office operate smoothly and efficiently. Responsibilities include but are not limited to:

- Monitor, screen and respond to incoming communication, including phone calls, postal mail, emails, and walk through traffic.
- Assist with large-scale external mailings.
- Direct inquiries and requests to appropriate HECH staff to ensure residents' needs are met.
- Maintain familiarity with HECH programs & initiatives to keep community apprised of the organization's work.
- Work directly with existing staff on projects on an as-needed basis.
- Assist with strategies designed to meet HECH's fundraising goals, including but not limited to planning & execution of fundraising events, support with mailings, recording donations, etc.
- Maintain website, manage social media and develop external communications including e-newsletters.
- Work directly with members of the Board of Directors on various projects, as directed by the Executive Director.
- Other duties as required.

Key Competencies:

- Self-starter who is willing to take initiative in support of HECH's mission.
- Superior organizational and planning skills
- Excellent written and spoken communication skills
- Ability to maintain confidentiality
- Sound judgment and decision-making ability
- Attention to detail
- Ability to be a team player

Qualifications:

- At least 1 year of experience providing admin support at a high level.
- Excellent computer skills including relevant software (Word, Excel, Outlook, etc.) Knowledge of donor databases (DonorSnap, Constant Contact, etc.) a plus
- Knowledge of standard office admin practices and procedures.
- This position has excellent growth potential for the right individual.
- All information regarding residents, clients, employees and all HECH business is to be treated with the utmost confidentiality.