



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

JOB TITLE: ADMINISTRATIVE COORDINATOR	REPORTING TO: DIRECTOR, OPERATIONS
DEPARTMENT: UNITED TO END HOMELESSNESS	POSITION: FULL-TIME / NON-EXEMPT

Purpose of Position

The Administrative Coordinator is a key execution partner to the Executive Director and a central connector across United to End Homelessness (U2EH). This role helps translate organizational priorities and mission into coordinated action by strengthening the internal systems, communication, relationships, and infrastructure that enable the organization to operate with clarity, efficiency, and cohesion. Working across executive leadership, community strategies, housing programs, and other initiatives, the Administrative Coordinator ensures that people, information, meetings, events, and priorities are connected and moving forward—creating the internal alignment and capacity that drives effective external engagement, collaboration, and progress toward ending homelessness.

Key Duties and Responsibilities

- Support the Executive Director in advancing organizational priorities by coordinating tasks, deadlines, follow-up, and cross-functional commitments; proactively flagging outstanding items, competing priorities, and time-sensitive needs.
- Serve as the administrative backbone for executive-level collaboratives including scheduling, onboarding, offboarding, participation tracking, capturing meeting minutes, and action items.
- Coordinate internal and external meetings—including in-person, virtual, hybrid, and phone meetings—maintaining accurate and up-to-date organizational calendars and ensuring participants have the information and materials needed for effective engagement.
- Serve as a central connector across U2EH activities, helping ensure information, decisions, priorities, and commitments move efficiently across internal teams and external partners.
- Prepare and distribute agendas, meeting reminders, and minutes; track action items and ensure timely follow-through.
- Coordinate post-meeting and post-event execution, ensuring decisions, commitments, communications, and next steps are effectively translated into action.
- Maintain organized, accessible, and up-to-date electronic files, documents, contact information, meeting records, and organizational resources in accordance with U2EH and OC United Way policies.
- Provide administrative and logistical support for in-person and virtual events, meetings, trainings, and other organizational activities, including preparation, setup, attendance, materials, documentation, and follow-through.
- Draft professional correspondence and track communication with stakeholders; maintain Outlook contact lists and distribution groups and other communication resources.
- Act as the first point of contact for inquiries related to United to End Homelessness, offering



timely and courteous assistance and directing inquiries appropriately.

- Represent U2EH in administrative functions within Orange County United Way, fostering effective internal communication and collaboration.
- Anticipate administrative and coordination needs, proactively identify gaps or potential challenges, and take appropriate action to support organizational readiness and effectiveness.
- Provide general administrative support to the team and organization as assigned.

Job Requirements /Technical Knowledge

- At least 1 year experience in an administrative support or related professional role.
- Experience supporting leadership functions and managing relationships with key stakeholders (e.g., donors, executives) is preferred.
- Mastery of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Zoom, Microsoft Teams, and project management tools.
- Familiarity with tools such as Eventbrite, Action Network, and Canva is a plus.
- Strong written and verbal communication skills.
- Exceptional organizational and multitasking abilities, with a demonstrated capacity to manage multiple projects and deadlines simultaneously.

Compensation

- Commensurate with experience, education, and market, \$25-\$32 per hour. Competitive benefits.

Core Competencies

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.
- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Company Standards

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while



understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Willing to embrace change and new technologies. Commitment to the values and mission of Orange County United Way.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

Send Cover Letter and Resume To:

recruiting@unitedwayoc.org

Orange County United Way

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