

Office Coordinator Operations

Overview:

Launched in 1983 as Public Interest Projects, a 501(c)(3) public charity, NEO Philanthropy is a New York based national leader in innovative philanthropic solutions. We lead large-scale collaborative grant making funds on a range of social justice issues, provide fiscal sponsorship and management to projects and campaigns, manage donor advised funds and develop organization and field-focused capacity building initiatives.

Position:

This is full-time, salaried position. The Office Coordinator will help support our growing Operations Team. This role will provide support to the Operations Team as well as a diverse range of staff with different needs. The ideal candidate would be someone who is flexible, has strong IT and organizational skills and is comfortable with multi-tasking. This position will report to the Operations Manager and work out of our New York City office.

Location:

NEO Philanthropy has its headquarters in NYC and the executive office is based in that office. NEO HQ has a hybrid work remote structure based on job function. Due to the nature of this position, we anticipate that this role will need to be in the office 5 days per week in non-COVID times and 3 days per week while COVID protocols are in place.

Vaccine Requirement:

All NEO staff are required to be vaccinated against COVID-19. Requests for medical and/or religious exemptions from the vaccination requirement will be considered on an individual basis, to the extent required by law.

Responsibilities:

- Provide front desk coverage 5 days per week when the office is open.
- Coordinate with IT provider to address urgent/emergency technology issues.
- Ensure the office is safe and secure.
- Monitor and screen all persons entering the reception area, and alert leadership of any unexpected guests.
- Answer the main telephone line; respond to phone and online inquiries and direct calls to the organization.
- Tidy and maintain the lobby reception area.
- Greet expected guests and inform employees of guests' arrival, ensure that guests are comfortable while they wait to be received.
- Maintain and update staff directory and office assignments
- Coordinate onboarding and offboarding of staff technology and equipment in collaboration with the Director of Operations and the HR department.
- Collect and sort inbound mail and accept deliveries; process mail and deliveries according to NEO reporting and coding policies.

- Prepare outbound express courier packages and mail deliveries.
- Prepare and maintain conference room and office booking platform.
- Take inventory, order and stock office supplies.
- Ensure office facilities bill payment, such as telecommunications and rent.
- In collaboration with the Chief of Staff, coordinate off-site and in-house events, including staff meetings, parties, and celebrations.
- Monitor and coordinate conference room reservations for staff, as needed.
- Ensure office supplies are properly stocked and inventoried.
- Assist in the maintenance of copiers and other office equipment, order consumables, and placing service calls as needed.
- Serve as primary point of contact for all office maintenance and repair needs.
- Manage vendor relationships, including contracts and payments, for all office-related services.
- Prepare monthly credit card reconciliations and reimbursements for COO and President.
- Assist the President with scheduling and various administrative duties.
- Assist Director of Operations in planning and execution of upcoming Organization move.
- Coordinate the transfer of equipment, utilities, and supplies to new office location.
- Establish and maintain strong partnerships with all staff members.

Qualifications:

- 2-4 years of professional working experience in an Administrative or Operations role
- Previous experience in project and relationship management
- Responsive and proactive, solution-focused working style
- Working knowledge of office equipment
- Strong interpersonal, verbal, and written communication skills
- Comfortable working in multiple software and technology platforms
- Excellent judgment
- Mission-driven and passionate about social justice and nonprofit work
- Experience with Microsoft Office Suite, Google suite, and/or database platforms
- Punctual and exceptionally reliable
- Excellent prioritization and time-management skills.
- Demonstrated poise, tact and diplomacy with a customer service orientation.
- Ability to work effectively both as part of a team and independently.
- Acute attention to detail

Compensation:

Compensation for this role will vary depending on the experience of the candidate. The salary range for this position is \$60,000 to \$65,000 per year. NEO provides generous benefits, which includes medical, dental, vision, life, long term disability, and pet insurance. We also administer FSA, Commuter benefit, and 401k retirement plans and have generous Paid Time Off and an Employee Assistance Program (EAP). Additionally, NEO provides additional resources for remote work office set up (initial funds and annual allotment), as well as an annual fund for professional development opportunities.

How to Apply:

Interested applicants should send an application that includes a resume and cover letter to: jobs@neophilanthropy.org. Please include "Office Coordinator – [your name]" in the subject of your email. No phone calls please.

Only those whose applications are being considered will be contacted.

NEO Philanthropy Careers:

NEO Philanthropy is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NEO Philanthropy's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.