



## **Job Description**

<b>Job title:</b>	<i>Office Coordinator</i>
<b>Worksite Location:</b>	Truckee, CA Office
<b>Classification:</b>	Full Time (40 hours per week)/ Non-Exempt
<b>Compensation:</b>	\$22 / Hour
<b>Effective Date:</b>	<b>TBD</b>

*The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.*

### **Introduction**

High Fives Foundation is a 501(c)(3) non-profit that raises funds, secures alternative treatments, aids in the recovery of hundreds of athletes across the nation, and launches campaigns around injury prevention. The work we do can be fast-paced and challenging at times, especially during events, but the reward always outweighs the challenge. Overall, it's incredibly rewarding work to help people achieve their goals and stay out of the darkness that comes with disabling injuries.

### **Job Purpose**

This position is for learning and assisting the Foundation in roles that will help further the mission and vision of the organization. Position will assist with the maintenance, professional appearance, inventory and administrative needs of the facility. Will assist with all shipping and receiving, assist with sending mailers, and with managing and accounting for all inventory.

### **Key Duties and Responsibilities**

- Online-Communication for donor engagement
- Assist in all Shipping and Receiving needs for the Foundation
- Assist and execute Donor Mailers
- Inventory tracking, counting, and monthly reporting
- Support CRM processes across the business
- Responsible for reporting, tracking and valuation of In Kind donations received
- Organize and maintain electronic and paper filing systems as needed
- Assist in preparation of donor and financial reports
- Maintain filing system for all department managers
- Coordinate incoming calls and messages
- Assist with ordering and tracking inventory of office supplies
- Responsible for opening of HFF Office/CRJ Healing Center & mail pick up
- Responsible for organization & cleanliness of HFF Office/CR Johnson Healing Center

- Entrances and exits to facility must be maintained including snow removal
- Lifting of 50lbs may be required

### **Direct Reporting**

This position reports directly to the HR and Finance Manager

### **Additional Duties**

- Ad Hoc Items from department Managers and Directors as needed
- Availability for some regional events and adaptive camps
- Ad Hoc Items from Controller and CEO

### **Required Skills and Abilities**

- HS Degree or Equivalent
- Strong background in Shipping and Receiving and Inventory control
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Ability to manage multiple tasks and meet deadlines
- Proficient in Microsoft Office Suite or related software
- Excellent organizational skills and attention to detail
- Basic understanding of clerical procedures and systems such as recordkeeping and filing
- Ability to work independently
- Experience with Quickbooks desired but will train the right candidate
- Flexibility and willingness to adapt to changes in deadlines and scheduling of camps, events and projects

### **Work arrangement**

This is a 40 hour per week position. 8am - 4:30pm Monday - Friday in the Truckee office, with other assignments as needed. Schedule may be adjusted accordingly during camps and events. All hours and activities will be detailed and tracked using Timeclock.