

## **Administrative Coordinator**

### ***Build Healthy Places Network***

[The Build Healthy Places Network](#), a program of the Public Health Institute, is the national center bridging community development and health. Our mission is to transform the way organizations work in community development, finance, and health by accelerating investments and solutions for building healthy, equitable, and prosperous communities. We achieve our mission by connecting leaders and practitioners across sectors, providing education and training, curating resources and examples of what works, and building capacity for cross-sector collaboration.

The Network is a new and growing program dedicated to innovation and continued growth while improving the health and well-being of people living in our most under-resourced communities. To accomplish this we recognize the value of having a staff that brings a wide range of perspectives to this work based on language, ethnicity, race, gender, socio-economic background, political beliefs, sexual-orientation, etc. We are committed to maintaining a diverse, multicultural working environment and particularly encourage applications from candidates with lived experience in the communities we seek to serve.

The Network is housed at the [Public Health Institute](#) (PHI), an independent, nonprofit organization dedicated to promoting health, well-being and quality of life for people throughout California, across the nation and around the world. PHI is at the forefront of research and innovations to improve the efficacy of public health statewide, nationally and internationally. PHI was distinguished as one of the top 50 “Best Non-profit Organizations to Work For” by the Non-Profit Times in a national search.

The goal of the Administrative Coordinator is to ensure that the financial and operational infrastructure of the organization is managed effectively and in accordance with the requirements of our fiscal agent, the Public Health Institute. By monitoring budgets, maintaining office systems, and handling logistics, the Administrative Coordinator plays a critical role in enabling the Network to work efficiently towards its mission. We are seeking someone who is excited about embracing an evolving set of responsibilities in the areas of financial and data management as the organization grows.

### **Essential Duties and Responsibilities**

#### **Financial Monitoring**

Ensure that funds from grants and contracts are accurately accounted for to cover program expenses.

- Keep internal logs of payment requests and expense allocations and reconcile against financial reports from the Public Health Institute’s PeopleSoft system.
- Work with Managing Director to update financial projections and initiate changes in payroll or expense allocations among grants.
- Manage vendor and subcontractor agreements, invoices, and payments.
- Handle submission of check requests, travel reimbursements, credit card receipts, etc.

### Organizational Systems

Ensure that office systems, supplies, hardware, and databases are maintained to provide a solid foundation for the Network to operate.

- Enter and manage contacts in Salesforce and Mailchimp.
- Manage organizational accounts with Google, Slack, RingCentral, and other vendors and technical support for computers and office equipment.
- Order supplies and maintain office environment.

### Program and Staff Support

- Manage logistics to support the success of program activities.
- Manage calendar of Executive Director and Managing Director; schedule meetings and make travel arrangements for other staff.
- Assist with notetaking, formatting, proofing, and uploading for webpages, documents and proposals.
- Handle food, facilities, materials, technical setup, AV, speaker coordination, accommodations, travel, and other logistics for meetings, convenings, webinars, or presentations.
- Perform other duties as assigned.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Exceptional orientation to detail with excellent follow-through and careful adherence to rules and procedures.
- Proficiency in Excel, Acrobat, Word, and Google suite required. Familiarity with WordPress, Salesforce, Photoshop, Trello, Slack, and Zoom preferred.
- Ability to exercise initiative, be resourceful, and solve problems independently.
- Exceptional work ethic and ability to manage multiple tasks simultaneously.
- Ability to communicate clearly and work well with team members.
- AA degree and 5 years' experience in administrative support role with increasing level of responsibility or Bachelor's degree and 3 years' experience in administration, finance, operations, or data management

### Important Information

- This is a full time (40 hours/week) position based in our primary office in San Francisco.
- This position is not eligible for telecommuting.
- BHPN offers a flexible and supportive work environment with tremendous learning opportunities.
- PHI offers competitive pay rates.
- This position is eligible for PHI's full suite of benefits including but not limited to medical, dental, and vision coverage, health care and dependent care flexible spending accounts, and generous time off. Click [here](#) to view benefits.

### How to apply:

To apply for this opportunity, submit your cover letter and resume via [this link](#).

In your cover letter, please describe the extent of your related experience and why you feel you are an excellent candidate for this position.

Thank you for your interest in working with us at PHI. Should you have any questions regarding this position, email our hiring team at [Recruitment@phi.org](mailto:Recruitment@phi.org). We look forward to hearing from you!

**Public Health Institute is proud to be an EEO/AA employer**