

**Organization: United Way of Blount County**

**Job Title:** Office Coordinator

**Classification:** Full-time; Hourly wage; Not a virtual or hybrid position

**Location:** Maryville, TN

**Position Summary:**

This position conducts administrative and logistical tasks related to every area and function of our organization. Primary responsibilities include data entry, maintaining information related to donors and partners, processing accounts receivable, providing logistical support for events and meetings, and conducting advanced administrative tasks to ensure efficient team functioning. A successful Office Coordinator will demonstrate strong team orientation and a commitment to quality performance.

**Key Competencies:**

- Models **kindness** with staff, donors and volunteers, upholding United Way's commitment to equity and inclusion
- Understands and consistently practices **responsiveness** and **accountability** to all staff, donors and volunteers
- **Communicates clearly** and professionally with people from diverse backgrounds
- **Supports** activities across all departments
- **Adapts** to changing needs and service delivery systems

**Key Duties & Responsibilities:**

- Data entry
- Field calls from primary phone line and assist walk-ins by referring to direct service agencies
- Greet guests that come into the building
- Maintain information related to donors and partners
- Process accounts receivables
- Coordinate, schedule, and prepare for meetings hosted internally and externally
- Attend monthly board meetings and take minutes
- Monitor and manage multiple email accounts
- Administer bulk mail communications including thank you letters, invitations, and solicitations
- Serve as liaison for Christmas Collaboration
- Track and order inventory of office supplies and printed materials
- Maintain and promote VolunteerBlount website
- Update UWBC website as needed for calendar events and board of directors portal
- Coordinate CANpaign food drive
- Attend and take minutes at monthly Helpline meeting

- Perform other duties as assigned related to the entire organization and to support all staff

**Education:**

- High school diploma or GED required

**Qualifications:**

- 3-5 years' office experience
- Prior nonprofit experience beneficial
- Understanding of and commitment to the mission, vision, and goals of United Way of Blount County

**Skills:**

- Excellent interpersonal skills
- Attention to detail
- Demonstrated professionalism in conduct and communication
- Familiar with general office equipment
- Comfortable with new business systems, databases, and technology
- Proficient in the latest Microsoft Office Environment (Word, Excel, PowerPoint)
- Familiar with Adobe applications and Canva

**Salary range:**

- \$20-21/hour

**Benefits:**

- Employer-paid medical, dental, & vision insurance
- Employer-paid life insurance and long-term disability insurance
- 403(b) Retirement Plan with employer contribution (eligibility requirements)
- Access to supplemental insurance through Aflac
- Generous paid leave policy
- Summer hours
- Employee Wellness Program

**How to apply:** Please email your resume and cover letter to [jobs@unitedwayblount.org](mailto:jobs@unitedwayblount.org) by Noon on Wednesday, January 29, 2025

*Please note that we welcome interest from candidates with varying levels of experience; many successful candidates do not meet every single requirement. Additionally, studies have shown that people from underrepresented groups are less likely to apply to a job unless they meet every single qualification. If you're excited about this role, please apply and allow our team to assess your application.*