



Detroit Children's Fund (DCF) believes that all children, no matter their circumstances, have the innate talent to learn, grow and succeed in life. Detroit is undergoing an exciting renaissance, but our city's turnaround will not be fully realized until all of its children have access to an excellent school. For more information, visit [www.detroitchildrensfund.org](http://www.detroitchildrensfund.org)

The DCF is seeking a Program Administrative Coordinator who will serve a dual role of both managing the daily administrative tasks of DCF and program coordination. Specifically, the responsibilities include supporting regular office operations, screening phone calls and scheduling internal and external meetings in addition to planning, coordinating and implementing a variety of program activities that support DCF's mission, vision and strategic goals.

The role will provide administrative support to our staff and ensure all daily procedures run smoothly while also creating program materials, arranging logistics for program events, and ensuring that programs achieve stated objectives. The role will be responsible for supporting special events for the organization and its programs in the community.

Success in this role requires excellent organization skills along with the ability to prioritize tasks and meet deadlines. In addition, this role requires excellent customer service, relationship building skills and the willingness and desire to engage with the community. You should be unflappable in the face of challenges.

This role typically requires a bachelor's degree, though exceptions can be made for an individual with the right skillset and mindset. The Program Administrative Coordinator will gain exposure to grant-making and have an opportunity to build a more sophisticated understanding of Detroit's education systems. The role typically requires 2 to 4 years of related experience.

**CORE RESPONSIBILITIES:**

- Support for all meeting preparation, including scheduling (internal & external) and meeting readiness.
- Ensure meeting rooms are adequately supplied and ready for larger gatherings, including DCF board meetings and community convenings.
- Manage and support the board communication calendar, board meeting calendar, and board materials preparation process and calendar.
- Coordinate and complete all financial reconciliations including monthly expense reports and reimbursements.
- Manage and order office supplies.
- Make travel arrangements.
- Distribute incoming mail.
- Manage knowledge repository and internal filing system.

- Coordinate signed contracts, grant award letters, and other important documents as needed.
- Assist with planning and implementation of program events.
- Manage logistics for all DCF program events and support the fundraising team with fundraising events
- Other duties as assigned/required.

This role is a full-time salaried position. The Detroit Children's Fund offers competitive salary offerings and excellent benefits that include: medical, dental, vision, 401k (with a match), life insurance and disability coverage. If you are interested, please send a cover letter and resume to [hr@detroitchildrensfund.org](mailto:hr@detroitchildrensfund.org) no later than Friday, February 8, 2019. No phone calls please.

**The Detroit Children's Fund is an Equal Employment Opportunity Employer.**