



Title: Office Coordinator

Reports to: Operations Manager

Job Location: Cleveland office or other locations, as requested

Benefits: Health, Dental, Vision and Retirement, Paid Time off, Holidays

Date Posted: March 2025

To Apply: please contact Diane McNally from Diane McNally Consulting at diane@dmcnallyconsulting.com

Overview of Kinnect:

Kinnect is an Ohio-based non-profit organization dedicated to developing KinFirst strategies and delivering programs that build and strengthen kinship connections and inclusive support networks for families, young people, and children. With a vision to ensure young people and families have a sense of belonging, the essential resources, and relationships to thrive, Kinnect has been partnering with families, public agencies, and private providers for almost 20 years. Through collaborative efforts, Kinnect aims to improve permanency outcomes, build networks of support, and create innovative strategies that align with a KinFirst culture mindset and approach. Building a KinFirst culture requires equitable investments, training, coaching, policy, practices, and partnerships that prioritize family and kin and support stability, culture, and community. Kinnect is proud to be a nationally recognized leader and pioneer in the field, which led to the development of KinnectU, a training, consulting, and replication branch of Kinnect, to provide these services to all child- and family-serving organizations. Kinnect delivers programs and services across the state of Ohio, and through KinnectU has been providing training and consulting services nationally. Our programs include the Ohio Kinship and Adoption Navigator (OhioKAN), Kinnect to Family (KTF), Youth Centered Permanency Roundtables (YCPRT), and Youth Navigator Network (YNN). Our Search, Explore, Engage, Kinnect (SEEK) training is offered throughout Ohio and other states, and we have a series of trainings as part of our Safe Affirmed Youth (S.A.Y) priorities that include Family Finding strategies for youth who identify as LGBTQ+. Kinnect is grateful to receive support from a variety of sources, including contracts with government entities, partnerships with nonprofits, generous grants, and invaluable donations from foundations and private donors.

Position Summary:

Reporting directly to the Operations Manager, the Office Coordinator provides administrative support to the Executive Director, leadership team, and the Operations Team. This includes calendar scheduling, maintaining electronic and hard-copy files, coordinating meeting schedules and preparing meeting facilities and materials. This role is also accountable for supporting the Accounting function by coordinating the Accounts Payable process.

The Office Coordinator also supports activities related to procedure documentation, facilities, and technology, as needed. Additionally, the Office Coordinator will administratively support development activities.

The Office Coordinator must be creative and enjoy working within a small, entrepreneurial environment that is purpose-driven, results-driven and collaborative in nature. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Office Coordinator will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Essential Functions:

- Completes a broad variety of administrative tasks for the Executive Director (ED), leadership team, and the Operations team; managing extremely active calendars, filing, making meeting and travels arrangements, as well as responding to routine correspondence and inquiries.
- Assist ED with Board communications and materials.
- Support the Operations Manager by coordinating HR processes and other activities related to technology, facilities, and general operational matters.
- Coordinate variety of events including scheduling, ordering food, and maintaining registrations.
- Coordinates the Accounts Payable process to include receiving, stamping, and coding invoices, and submitting them to the Accounting Department for timely processing.
- Maintains an accurate vendor list for reference in processing Accounts Payables.
- Maintains records and documentation to track Accounts Payable activity and support issue resolution.
- Regularly reviews Accounts Payable activity to ensure timely and accurate processing.
- Supports Development activities that include donor thank you letters, mailings (labels) and data entry into the Little Green Light CRM system as needed.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.

- Maintains discretion and confidentiality in relationships with all internal and external constituencies.

Education/Qualification:

- **Bachelor's Degree preferred.**

Minimum Requirements:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with across the organization.
- Excellent written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Highly resourceful team-player, with the ability to also be extremely effective independently.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel)

Preferred Qualifications:

- Demonstrated ability to achieve high performance goals and meet deadlines.
- Previous experience in an administrative role.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Must be able to pass pre-employment screening (drug/background).

Role Competencies:

- **Attention to Detail**
- **Ability to use a variety of business systems (basic Microsoft Office Suite)**
- **Organizational skills and ability to manage multiple priorities**
- **Communicate Effectively:** Develop and deliver communications using various methods that conveys a clear understanding of the unique needs of the different audiences we communicate with.

- **Critical Thinking for Managing Complexity:** Making sense of complex, high quantity and sometimes contradictory information to effectively solve problems.

Inclusion Diversity, Equity, and Access:

Kinnect is committed to fostering, cultivating, and preserving a culture of inclusion diversity, equity, and access. These commitments are not just part of our value system but are at the core of our intentional actions to eliminate systemic barriers that have produced inequities based on differences.

We commit to a sustained investment of time, resources, and people to advance equitable realities for our employees, and for the children, families, and communities that we serve. We do this by intentional advocacy for social justice and the continuous scrutiny of the systems that we create and those in which we operate.

Our employees are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, unique capabilities, and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and success, as well.

We embrace our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and intellectual or emotional ability, political affiliation, race, religion, sexual orientation or identity, socio-economic status, parental or family status, medical or genetic status, veteran or disabled veteran status, and other characteristics that make our employees unique.

Kinnect's inclusion, diversity, equity, and access initiatives involve, but are not limited to, our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; staffing decisions; terminations; and the ongoing development of an inclusive work environment.

Equal Opportunity Employment:

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All aspects of employment with us will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment.

Employment Posters stating current regulatory and legal requirements are posted in Kinnect's

main office and on the intranet.

Working Conditions:

- Travel required, as needed. Must have access to own transportation.
- This job requires occasional overnight travel
- Kinnect as an organization has a Hybrid Work Model that combines remote and on-site work at Kinnect, as well as routine on-site or in-person work with team members, partner sites, community events, and direct service in the field.
- This role will utilize standard office equipment that will be provided by Kinnect

Hiring Process:

- Background Check Information: The final candidate selected for the position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal conviction(s) will be made before excluding an applicant from consideration.

Disclaimer: The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

Kinnect maintains a policy of nondiscrimination toward all employees and applicants for employment. All employment decisions at Kinnect are based on organizational needs, job requirements and individual qualifications, and will be governed on the basis of competence and qualifications and will not be influenced in any manner by race, color, religion, gender, or gender identity or expression, age, sexual orientation, sexual expression or identity, national origin, physical, intellectual or emotional ability, marital or partnership status, parental or family status, medical or genetic status, veteran's or disabled veteran status, in accordance with applicable federal, state and local laws governing nondiscrimination in employment. Employment Posters stating current regulatory and legal requirements are posted in Kinnect's main office and on the intranet.

Americans with Disabilities Act: This position involves sitting in a stationary position for at least 50% of the time and the ability to ambulate without assistance to attend on-site meetings, as needed. The job requires movement in a typical office environment with file cabinets, office machinery, office furniture and typical hallway and access doorways. The position must operate typical office equipment, such as copiers, telephones, computers and peripherals. This job requires that the person must have the ability to access transportation to attend meetings and special events. The organization provides reasonable accommodations for this position.