



Job Title: Office Coordinator

Salary Range: Full time \$19-\$22 per hour, hybrid

Summary of Responsibilities

Want to be the ultimate support superhero for a team of do-gooders? Sol Housing, a local nonprofit working to build a better Albuquerque, needs a super-organized, multi-tasking whiz to join their crew!

You'll be the glue that holds their remote operations together, juggling everything from coordinating virtual office life and providing top-notch support to the director staff (think data entry, digital wizardry, presentation prep, and catching those pesky typos!), to planning epic events—from casual birthday lunches to grand openings that'll have the whole city talking. You'll be a master of calendars, meetings, and keeping everyone in the loop.

But wait, there's more! You'll also get to dabble in accounting (helping with invoices, reports, and audits – don't worry, no CPA required!) and HR (welcoming new team members and making sure everyone feels celebrated with birthday shout-outs and fun team-building activities).

Basically, if you love being organized, helping others, and having a hand in a little bit of everything, this is your dream gig!

Essential Duties and Responsibilities

Administrative

- Coordinate office operations for a remote team
- Provide administrative support to director staff including but not limited, data entry, digital file management, presentation preparation, and proofreading
- Coordinate or assist with events ranging from birthday lunches to grand opening events for large apartment communities
- Calendar and meeting coordination, prepare, update, and assemble meeting packets
- Respond to requests for housing assistance or information.
- Coordinate mail pick up and deliveries as needed.
- Coordinate vendor contracts, subscriptions, memberships, and renewals

Accounting

- Assist Controller with invoices, reports, bank deposits, file management
- Assist with audits and monitoring visits

Human Resources

- Assist with onboarding new employees
- Coordinate staff birthday and anniversary recognition; schedule and organize staff birthday lunches/activities and team building activities.

Knowledge Skills and Abilities

- Proficient in general office procedures including scheduling, printing, filing, and scanning
- Proficient in Microsoft Suite (Outlook, Word, Excel, Power Point) and Adobe Acrobat

- Familiarity with QuickBooks or other accounting software, project management software (i.e., Asana), and website tools
- Excellent interpersonal, communication, and writing skills.

Education and/or Experience

- High School Diploma or equivalent
- 3 years in similar role

Benefits

- Health and Dental insurance
- Disability insurance
- Life insurance
- Paid time off + 11 paid holidays
- Retirement plan with employer matching
- Professional development

Physical Demands and Working Conditions

Work schedule will generally be during normal business hours, with infrequent night and weekend work. Working conditions will generally be in an interior, climate-controlled environment, with some external work. Must be able to travel to job sites. Some tasks may require the ability to lift or move 20-40 lbs. *Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The responsibilities and requirements for this position may change.*

We hope you feel enthusiastic about this opportunity after reading its description. Even if you do not meet all the criteria mentioned, **we urge you to apply**. Research has shown that women and people of color often only apply for jobs if they feel they can perform every task mentioned in the job description. However, we are more interested in finding the best candidate for the job. That candidate might come from a less conventional background.

Submit resume and cover letter to info@solhousing.org

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