



Office Coordinator

Job Description

The Office Coordinator is a position for someone who naturally thrives when providing hospitality & proactive organizational support to others. Our hope for this position is that this individual would provide an administrative & relational exponent to the day to day interactions of Catalyst! If you've worked providing customer service, administrative support & elements of human resources in the past, and are looking for a healthy team to join & impact into the lives of others, this is the job for you!

THE QUALIFICATIONS WE ARE LOOKING FOR:

- A love of people & friendly demeanor
- A natural problem solver & resourceful helper
- An affinity for organization, process & the details
- Find joy & fulfillment in providing hospitality

OFFICE COORDINATOR PRIMARY AREAS OF FOCUS:

HOSPITALITY:

- Provide a consistent, kind & engaging experience at reception area for those coming & going, for those calling on the phone & for those reaching out through digital means.
- Proactively manage mail/shipping, office supplies, office food & beverages, office kitchen & G+P coffee bar supplies, cleaning, maintenance, etc.
- Coordinate & execute the meals for Catalyst Monthly Team Meetings & for Job Site Lunch events.
- Manage conference room calendars & proactively ensure they are ready for the next meeting & help clients, sub-contractors, etc. find their way to the appropriate location.

ADMINISTRATIVE:

- Provide administrative support to the Manager of Experience, helping with various tasks & projects.
- Provide administrative support to the VP of Business Development & Culture, managing their e-mail, calendar & helping with various tasks & projects.
- Provide logistical coordination for various Catalyst marketing & content creation contractors to gain appropriate access to team members, information & logistical details for the scheduling & execution of various marketing project efforts.
- Learn & manage Client Relationship Management software to keep appropriate records of various relationships & help support our team in fully leveraging & problem solving within that platform.
- Learn & manage Proposal Software & process, keeping content up to date & creating initial drafts & making edits to proposals in collaboration with the Business Development & Operations teams.
- Provide basic data entry & administrative support for Accounting & HR as needed.