

INTERNAL POSTING - ADMINISTRATIVE ANALYST-PROJECT COORDINATOR - JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to resolve homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

Under the direct supervision of the HR and Administration Manager, the Administrative Analyst – Project Coordinator provides administrative support to the CEO, Executive Officers and SSF Board and Committees, while also supporting the Project Manager in planning, executing, and delivering enterprise-wide projects for our nonprofit organization. This position provides a wide range of responsibilities including communications, scheduling, office support for SSF staff and performing analytical tasks to support the Administration Department. This position requires independent thinking, attention to detail, and excellent communication and organizational skills. The Administrative Analyst – Project Coordinator will play a vital role in ensuring project tasks are completed efficiently and on time while providing administrative and logical support to the project management team. This position is ideal for someone who thrives in a collaborative environment and is passionate about contributing to mission-driven initiatives.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically. **This is a internal job posting and only SSF employees are welcome to apply at this time.**

Essential Duties and Responsibilities include the following:

Administrative Analyst duties:

- Schedules and organize complex activities such as meetings, travel, conference and department activities and administrative support to the CEO and SSF staff under the advisement of the CAO and HR and Administration Manager.
- Prepares items in support of meetings and events, which may include meeting minutes, forms, driving directions, meeting agendas, event planning or other assigned duties. Greets guests prior to meetings and assists with any meeting-specific needs.
- Establishes, develops, maintains and updates filing systems for the organization. Retrieves information from files, when needed. Establishes, develops, maintains and updates facilities contacts.
- Carries out administrative duties such as desktop publishing, document preparation, formatting, copying, scanning and sorting and distributing daily mail as appropriate.
- Responds to regularly occurring requests for information from SSF staff. Drafts written responses or replies by phone or email, when necessary.
- Handles confidential and non-routine information and explains policies when necessary.
- Works independently and within a team on special nonrecurring and ongoing projects.
- Coordinates facility needs with building management, maintains office and building procedures and updates employee access card list. Schedules use of building conference rooms outside of the SSF suite of offices.
- Sets up video/web (Zoom, Webex, Teams, etc.) tools for meeting support. Assist the CEO for meeting scheduling and preparation for meetings as needed.
- Provides back up support to the Administrative Analyst.
- Manages SSF Zoom account and office phone system. Sets up video/web (Zoom, Webex, Teams, etc.) tools for meeting support.
- Acts as a project coordinator for special projects and events, which may include planning and coordinating multiple presentations, disseminating information, sending out calendar invites and coordinate mailings.
- Assists with planning and execution of special events such as organization-wide meetings, events and employee celebrations.
- Acts as a liaison with other departments and outside agencies, including high-level staff and board members.
- Coordinates logistics and provides administrative support for Board meetings including assists in the preparation of the Board of Directors packets in advance of meetings, attends meetings and transcribes meeting notes, creates and maintains meeting minutes, prepares draft meeting minutes prior to each meeting, tracks all Board resolutions and ensures they are signed in a timely manner.

INTERNAL POSTING - ADMINISTRATIVE ANALYST-PROJECT COORDINATOR - JOB POSTING

- Maintains new board member packets, rosters and attendance records, calendar of agenda topics and schedules for the SSF Board and Committees. Provides attendance reports as required.
- Tracks and computes mileage reimbursement information and manages monthly credit card reconciliation for the CEO.

Project Coordinator duties:

- Project Support:
 - Assists the Project Manager in developing project plans, schedules and documentation.
 - Tracks project progress and ensure all tasks are completed according to timelines.
- Administrative Support:
 - Prepares and distribute project-related materials such as meeting agendas, reports, presentations and meeting minutes.
 - Schedules and coordinate meetings, including stakeholder briefings, team check-ins, and project updates.
 - Maintains organized project files and documentation for reference and compliance purposes.
- Communication and Coordination:
 - Serves as a point of contact for internal teams and external stakeholders to address project inquiries.
 - Facilitates effective communication among team members to ensure alignment and clarity of responsibilities.
 - Communicates the regular status updates to the key stakeholders.
- Task and Workflow Management:
 - Tracks and manages task assignments, ensuring deadlines are met and deliverables are completed.
 - Identifies potential roadblocks or delays and escalate issues to the project manager as needed.
 - Assists in coordinating cross-functional team efforts to maintain project momentum.
- Process Improvement:
 - Suggests and implements improvements to project coordination and workflow processes.
 - Contributes to the development of templates and tools to enhance project efficiency.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.
- Other duties may be assigned.

Ideal candidates will possess the following knowledge, skills, abilities and experience:

- Passion for the mission and values of the organization.
- 1-2 years of experience in project coordination or administrative roles, preferably in a nonprofit or mission driven environment.
- Strong verbal and written communication skills.
- High level of adaptability and ability to handle multiple projects in a fast-paced environment.
- Excellent organizational and multitasking skills with strong attention to detail.
- Proven experience with Microsoft Office Suite of products. Familiarity with project management tools (especially Asana). Experience with Visio software.
- Ability to prepare and present information to groups.
- Ability to represent Sacramento Steps Forward to others in a professional manner.
- Ability to work collaboratively in a team-oriented environment.
- Strong problem-solving skills with the ability to prioritize tasks effectively.

Education and/or Experience:

An Associate's degree or completion of equivalent credit units from an accredited college or university is required preferably in behavioral science, business administration, social work, humanities, public administration, social science, career counseling, vocational development or a related field or six months to one year related experience and/or training; or equivalent combination of education and experience. Bachelor's degree (B.A.) from four-year

INTERNAL POSTING - ADMINISTRATIVE ANALYST-PROJECT COORDINATOR - JOB POSTING

college or university preferred but not required; or one to two years related experience and/or training; or equivalent combination of education and experience.

Compensation and Benefits:

Compensation range \$31.62 to \$35.70; Planned maximum is at the mid-range at hire, DOE.

Full-time, non-exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

To Apply:

If you qualify, please submit your application, cover letter, and resume to jobs@sacstepsforward.org; once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until April 4, 2025 or until filled. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer in accordance with state and federal law. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based on a person's protected status or class, in accordance with applicable law.

Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact jobs@sacstepsforward.org.