



Office Coordinator | Job Description

Send a cover letter and resume to info@neverlost.org

Organization Background

Never Lost, Inc. is a nonprofit organization in South Georgia serving children who have experienced traumatic abuse and neglect. Through courtroom advocacy and connection to community resources, we strengthen families and forever improve the home lives of children. We restore hope and let children know that we are with them as they go through the court system. We work to find a safe and permanent home and to connect children with local resources that can help them begin to heal and recover.

General Description | Accountability

The Office Coordinator organizes and coordinates the daily operations within the Never Lost office. The Office Coordinator is a part-time position, averaging 20-25 hours per week. The Office Coordinator is hired by the Board of Directors on the recommendation of the Executive Director.

Qualifications | Skillset for Success

- Degree in relevant field + 2 years' experience or equivalent experience
- Takes ownership and shows initiative in all responsibilities
- Proficient in computer usage and programs such as MS Office and databases
- Experience in bookkeeping and QuickBooks preferred
- Strong administrative skills – professional, detail-oriented, organized, strong work ethic
- Excellent written and oral communication skills
- Successfully complete and pass all requested background checks

Responsibilities

- Oversee office appearance, protocols, and operations
- Provide administrative support for staff
- Manage financial record-keeping
- Maintain mailing lists and databases
- Oversee scheduling of Never Lost special projects
- Schedule and coordinate contractors and services
- Manage office administration such as maintaining supplies, filing, and answering the telephone
- Coordinate the publication and distribution of correspondence
- All other duties as assigned