



Juvenile Welfare Board of Pinellas County

JOB OPPORTUNITY

January 7, 2022

HIRING RANGE: \$20.38 – \$27.52 / Hourly (\$42,400.00 - \$57,240.00 Annual) PG-102

The Juvenile Welfare Board offers a comprehensive benefits package, including medical, vision, dental, and life insurance as well as vacation and sick leave, tuition reimbursement, and participation in the Florida Retirement System among other benefits.

Position Title: Department Coordinator

Department: Community Collaborations & Program Quality

Reports to: Chief Program Officer

Status: Non-Exempt

Position Purpose:

This position provides administrative support to the Community Collaborations & Program Quality Department, which includes the following units: Contract Management, Community Projects, and Community Planning.

Key Responsibilities:

- Manage and maintain the Chief Program Officer's calendar schedule, confirm meetings, and resolve conflicting demands
- Organize and perform a range of diverse administrative activities related to the department; organize and prioritize assignments from multiple sources
- Prepare invoices, reports, memos, correspondence, forms, agendas, letters, financial statements, mail mergers, emails and other documents, using Word, Excel, Access, Power Point, Publisher, and Outlook Software
- Review and assist in preparing all Board memos and presentations into JWB-standard format
- Ensure that new provider contacts are updated in JWB's customer relationship management (CRM) database and assigned to the appropriate workgroups
- Download reports from JWB's CRM database to Excel
- Contact provider staff and community representatives on behalf of the Department
- Work cooperatively with managers and staff in the department on administrative support when needed
- Utilize scanning document management software to file and retrieve documents for department staff and maintain document quality controls
- Purchase and maintain office supplies; initiate purchase requisitions, track orders and department payments, monitor budget expenditures, and make travel arrangements
- Utilize Doodle Poll or Microsoft Forms software to track availability of external members for the scheduling of meetings
- Coordinate and organize activities and prepare materials for a variety of meetings, conferences, trainings, committees, special projects, presentations, webinars, and events in-person and/or through Microsoft Teams or Zoom
- Attend meetings, take notes, and prepare meeting minutes
- Answer phone calls, provide information to callers, and transfer calls to appropriate parties
- Work with peers to coordinate desk coverage of other administrative staff as needed
- Work cooperatively on inter and intra departmental teams to accomplish established team objectives and timeframes
- Other duties as assigned.

Specifications:

- Two years of experience performing administrative and varied office support work utilizing modern office equipment and technology
- Associate's Degree in business, technology, human services, human resources or related field, plus two years of experience as described above or an equivalent combination of education, training and or experience; Bachelor's degree preferred
- Proficient in Microsoft Office 365 Programs and Outlook Software
- Virtual Meeting Software Experience/Knowledge/Training (i.e. – Microsoft Teams and Zoom)
- Graphic Design Software Experience/Knowledge/Skills (i.e. – Photoshop, Illustrator, etc.) a plus
- Ability to multi-task effectively and adjust to a dynamic work place
- Ability to communicate effectively verbally and in writing
- Detail oriented, neat, and organized

Additional Requirements:

- Successfully pass a Level 2 background screening as required by Ch. 435 Florida Statutes
- Possess a valid driver's license and/or access to reliable transportation

Interested applicants, please submit resumes by Friday, January 21, 2022 to:

Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.

14155 58th Street N. Clearwater, FL 33760

email: hr@jwbpinellas.org or fax: 727-453-5610 Website: www.jwbpinellas.org

The Juvenile Welfare Board is an equal opportunity employer. The Juvenile Welfare Board is an E-Verify Employer.

Certain service members and veterans, and the spouses and family members of the service members and veterans, receive preference and priority in employment by the state and are encouraged to apply for the positions being filled.

Applicants interested in claiming Veterans' Preference please apply at: www.jwbpinellas.org

All applicants are advised that applications in Florida become a matter of public record upon receipt.