



## JUVENILE WELFARE BOARD OF PINELLAS COUNTY

The Juvenile Welfare Board of Pinellas County (JWB) has been making the health, safety, and well-being of our county's children a priority for 75 years. We invest in partnerships, innovation, and advocacy to strengthen Pinellas County children and their families.

### JOB OPPORTUNITY

**June 15, 2022**

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.

<b>Position Title:</b>	Department Coordinator	<b>Department:</b>	Evaluation and Innovation
<b>Reports To:</b>	Chief Evaluation and Innovation Officer	<b>FLSA Status:</b>	Non-Exempt
<b>Pay Grade:</b>	102	<b>Hiring Range:</b>	\$20.38-\$27.51/Hourly (\$42,400.00-\$57,240.00 Annual)

#### Position Purpose:

This position provides administrative support to the Evaluation and Innovation department, which includes the following units: Performance Evaluation and Innovation and Early Learning Initiatives.

#### Key Responsibilities:

- 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
- Primary editing for Evaluation and Innovation Department staff
- Work with all department staff on creating and finalizing presentations, white papers, and other reports into JWB-standard format
- Schedule, coordinate, and prepare materials for all Performance and Quality Improvement (PQI) meetings
- Maintain business calendars for Chief Evaluation and Innovation Officer, schedule and confirm appointments, department meetings, and resolve conflicting demands
- Utilize Doodle Poll or Microsoft Forms software to track availability of external members for the scheduling of meetings
- Utilize scanning document management software to file and retrieve documents for department staff and maintain document quality controls
- Download reports from JWB's CRM database to Excel
- Support the JWB participant management data system and data uploads in associated administrative tasks
- Purchase and maintain office supplies; initiate purchase requisitions, track orders and department payments, monitor budget expenditures, and make travel arrangements
- Coordinate activities and prepare materials for a variety of in-person or virtual, conferences, committees, and special projects
- Attend meetings, take notes, and prepare meeting minutes
- Coordinate 0-3 Think Tank member meetings, external room reservation, virtual meetings, maintaining external contact list, communicate with members, and upload meeting recordings to Share Point
- Work with peers to coordinate and provide coverage of other administrative staff
- Work cooperatively on inter and intra departmental teams to accomplish established team objectives and timeframes
- Assist with event planning and training coordination
- 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' experience as described above or an equivalent combination of education, training and or experience. Bachelor's degree preferred
- Proficient in Microsoft Office Suite Programs
- Graphic Design Software Experience/Knowledge/Skills (i.e. – Photoshop, illustrator, etc.) a plus
- Excellent writing, editing/proof reading, and communication skills
- Ability to multi-task effectively and adjust to a dynamic work place
- 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 access to reliable transportation

#### Working Conditions:

- JWB staff shall reside within the Tampa Bay area. Currently, this is a hybrid-remote position and physical presence at the JWB office or other sites in Pinellas County may be required.

**Interested applicants, please submit resumes by Friday, July 8, 2022 to:**  
**Juvenile Welfare Board of Pinellas County, Attn: Human Resources Dept.**  
**14155 58th Street N. Clearwater, FL 33760**  
**email: [hr@jwbpinellas.org](mailto:hr@jwbpinellas.org) or fax: 727-453-5610 Website: [www.jwbpinellas.org](http://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](http://www.jwbpinellas.org)  
All applicants are advised that applications in Florida become a matter of public record upon receipt*