**Office Coordinator**

**Job Description**

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<tr>
<th>JOB POSITION: Office Coordinator</th>
<th>Supervises: N/A</th>
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<tr>
<td>Reports to: Business Administrator</td>
<td>Status: Exempt ☒ Non-Exempt ☐</td>
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Wah Mei School is the first Chinese American bilingual school to be established in San Francisco. Since our first class in 1974, our preschool program successfully promotes multiculturalism in developmental activities that emphasize both learning and playing for our participants. Since 2019 and prior to the onset of the COVID-19 Pandemic, WMS has been in tremendous growth mode - with the honor of being named a legacy business, expansion of two additional ECE sites, awarding of a new before/after school agreement, and the purchase of our physical site at 1400 Judah Street. Our mission is to provide a safe and nurturing high-quality Chinese-English bi/trilingual multicultural environment that promotes children’s development while building a supportive community for their families. Wah Mei School operates three (3) program areas: Early Care & Education (0-5), Extended Learning (School-aged), and Community Engagement.

**Summary of Position:** The Administrative Support Associate will provide comprehensive administrative support to ensure efficient administrative operations. This includes tasks such as answering phone calls, managing accounts payables, scheduling executive meetings, performing general office work, and supporting various administrative functions. The ideal candidate will have excellent organizational skills, attention to detail, and the ability to multitask in a fast-paced environment. This role will require the candidate to have a strong family, children, and youth-centric focus when working in agency operations. Strong communication skills and proficiency in office software are highly preferred but not required.

**Primary Responsibilities include:**
- Manage agency’s main office reception (info email, phones, front door security, receiving orders, open/close, etc)
- Answer phone calls, direct inquiries, and take messages as needed for various departments
- Serve as purchasing / ordering for agency supplies
- Process incoming mail, including verifying invoices, and maintaining accurate records such as incoming receipts, payments, contracts, agreements, taxes, and invoices
- Maintain electronic and physical filing systems for financial audits, government contracts, board meeting minutes, and business documents, as directed
- Serve as initial front-face of the agency; providing children and families initial interface with visitors, community members, and WMS families
- Work with the HR Department to facilitate the onboarding of new hires, as needed
- Coordinate and schedule executive meetings, including managing calendars, sending invitations, preparing meeting materials, and preparing correspondence for the Executive Director and Board
- Perform general office work, such as filing, photocopying, scanning, and data entry.
- Manage office supplies and coordinate office events
- Working with other administrative staff, coordinate, use of facilities
- Collaborate with team members and communicate effectively with internal and external stakeholders (ex. other community organizations, government agencies, funders, families, and staff).
Stay updated on agency and fiscal policies and procedures, software applications, and the business environment to continuously improve administrative processes in a nonprofit setting.

Knowledge/Experience/Skills Required:
- An interest in a career in nonprofit and bilingual education and immersion
- Two year experience in office management
- Expressed interest and active engagement in support of the agency’s mission, values, programs, activities, and events
- Bilingual or trilingual (Cantonese, Mandarin, English) language, preferred
- Ability to work independently and collaboratively in a team environment
- Ability to maintain professional boundaries, confidentiality, and sensitive information and handle it with discretion.
- Flexibility to adapt to changing priorities and deadlines
- Effective written, oral, and verbal communication with staff and vendors
- Detail oriented and able to concurrently manage various topics, activities, events, programs, etc
- Ability to occasionally lift up to 40 pounds

Education Required:
- Bachelors in Public Policy, Public Administration, Business Administration, Psychology, Social Work and or related fields. Experience may substitute for formal education.