



Mission: Ending the cycle of homelessness, one child at a time.

Organization: Project Hope Alliance (PHA) is a nonprofit organization that seeks to end the cycle of homelessness, one child at a time. Since 1989, PHA has developed and successfully implemented programs that address the unique issues facing children experiencing homelessness which prevent them from realizing their full potential. Our unique and personalized model of care empower children with hope and, more importantly, with the tools to help them complete their education, ultimately succeed in life, and end the cycle of homelessness.

Project Hope Alliance Philosophies:

1. We start with the conviction that all things are possible for homeless children.
2. We believe our investment in children will prevent adult homelessness tomorrow.
3. We serve children from kindergarten to age 24 because we believe journeying with them to adulthood will disrupt generational homelessness.
4. We help children by supporting their parents.
5. We are called to provide children with opportunities and eliminate barriers, so they are free to believe that all things are possible for themselves.
6. We walk alongside children and youth in partnership, giving them dignity while fostering independence, stability, and HOPE.
7. Our work is not finished until our community is able to meet the educational, social-emotional, opportunity, health and esteem needs of children & youth experiencing homelessness.

Job Title: Administrative Coordinator

Reports to: Director of Finance & Administration

FSLA Classification: FT, Non-Exempt

Supervises Others: No

Salary Range: \$55,000- \$60,000/yr

Overview:

Project Hope Alliance (PHA), a nonprofit organization dedicated to ending homelessness for children and families, is seeking an exceptional, organized, and proactive Administrative Coordinator (AC) to support our team in Costa Mesa, CA. This role is pivotal in providing high-quality administrative and operational support to ensure smooth day-to-day operations. The AC will be a point of contact for our team, clients, and donors and partners, contributing to the effectiveness of PHA's mission-driven work.

Key Responsibilities

General Administrative Support

- Coordinate maintenance of facilities and office equipment
- Manage daily administrative tasks, including answering phones, handling incoming and outgoing mail, managing emails, and greeting office visitors.

- Maintain and organize office supplies, ensuring necessary inventory is always available.
- Prepare, edit, and distribute documents, reports, and presentations as required by various departments.

Data Entry and Record Keeping

- Accurately enter and update data in databases, ensuring confidentiality and security of sensitive information.
- Maintain and organize filing systems, both digital and physical, for easy retrieval of documents.
- Assist in generating, entering, and tracking data and reports on program metrics, finances, and donor contributions.

Calendar and Meeting Coordination

- Schedule and coordinate meetings, appointments, and travel arrangements for team members.
- Assist in planning and organizing events, board meetings, and special projects as needed.
- Prepare agendas, take detailed meeting notes, and ensure follow-up on action items.

Communication and Relationship Management

- Serve as a liaison between PHA and external partners, stakeholders, and vendors.
- Provide support in managing donor communications, assisting with thank-you letters, and responding to inquiries.
- Help foster a positive work environment, ensuring all interactions reflect PHA's mission and values.

Special Projects and Additional Support

- Assist with various projects as assigned, including outreach initiatives, fundraising events, and community partnerships.
- Take on additional administrative responsibilities to support executive and program teams as needed.

Qualifications

Education and Experience

- High school diploma or equivalent; associate's degree or administrative certification is a plus.
- 2+ years of experience in an administrative or office support role, preferably within a nonprofit organization.

Skills and Competencies

- Strong organizational skills and meticulous attention to detail.
- Excellent written and verbal communication abilities.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with CRM software.
- Ability to handle sensitive information with confidentiality and professionalism.
- Proactive and adaptable, able to manage multiple tasks and prioritize effectively in a dynamic environment.

Personal Attributes

- Passionate about Project Hope Alliance's mission to end homelessness among children and families.
- Demonstrated commitment to supporting and uplifting diverse communities.
- Positive, team-oriented attitude and willingness to assist others.

Working Conditions

This position requires regular on-site presence at PHA's Costa Mesa office, with occasional off-site event support. A standard 40-hour work week is expected, though occasional evening or weekend availability may be needed for special events or projects.

PHYSICAL REQUIREMENTS

This is primarily a position that requires the ability to speak, hear, see, and lift objects up to 40 lbs. May require the ability to travel locally and/or regionally. The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.