



## **Office Coordinator**

**Reports to:** Chief Financial Officer

**Classification:** Part-time permanent; Nonexempt

**Location and hours:** Dallas, TX - Onsite T,W,Th 8:30-5 pm

For more information or to apply, please email [faith@texastrees.org](mailto:faith@texastrees.org).

## **Position Summary**

The Office Coordinator is responsible for day-to-day office operations and administration in the Pegasus Park office as well as the Swiss Avenue office. In addition, this role will provide ongoing administrative support to the leadership team and other departments. Timely and accurate completion of tasks is necessary for success as administration is a communicative and fast paced role.

## **Organization**

Texas Trees Foundation, a 501(c)(3), makes possible a higher quality of life for citizens, visitors, and businesses through research, technology, and education to strategically protect, plant and care for trees and assure that all projects show a return on investment to support growth and livability. Far more than a tree planting organization, Texas Trees collaborates with urban planners, landscape architects, developers, corporations, and municipalities to improve the overall quality of life for the citizens who call Dallas and North Texas home.

## **Core Responsibilities**

### Office Operations and Administrative

- Answers incoming phone calls and emails and directs to appropriate staff member and/or relays detailed messages.
- Maintains office mail system including ordering postage, taking mailings to the post office, and receiving and opening mail and packages from Swiss Avenue and Pegasus Park mailboxes, ensuring they are scanned if necessary and distributed to the correct staff member.
- Maintains cleanliness, oversight, and organization of kitchen and storage spaces.
- Oversight and organization of space logistics including monitoring of conference room calendars and assisting with access to shared meeting spaces outside of our suite.



- Orders supplies for the office including desk and kitchen supplies, and items for staff such as apparel and business cards.
- Maintains office equipment supplies and schedules repairs as needed.
- Assists departments with ordering as needed, including sourcing vendors, obtaining quotes, and placing orders.
- Assists in preparing letters, packets, and other information for all departments.
- Books travel arrangements for all departments.
- Maintains TTF filing system, ensuring all contracts are filed appropriately.
- Waters plants in the office weekly.
- Maintains inventory of laptops, phones, and other devices and keeps records of logins.
- Troubleshoots technology issues and coordinates with IT support to resolve technical issues if needed.
- Regularly visits the bank and post office, and dry cleaners or other locations, as needed.
- Assists with employee onboarding, including setting up laptops, building access, phone numbers, and workspaces.
- Manages access to and acts as admin for accounts such as Adobe, Asana, and DocuSign.
- Special projects and additional duties will be assigned as organizational needs arise.

#### Board Support

- Assists with compiling board meeting materials, including presentations and agendas, and distributing before each meeting.
- Coordinates catering and other logistics needed for board meetings.

#### Core Knowledge, Skills, & Experience

- Excellent communication skills with the ability to work across teams and ability to work in a team environment.
- Critical thinking skills with a focus on process improvement.
- Exceptional judgement and discretion with the highest level of integrity and confidentiality.
- Strong data entry skills with meticulous attention to details and timelines.
- Advanced working knowledge of Microsoft Suite.
- Commitment to the mission and vision of the Texas Trees Foundation