

Administrative Coordinator

Arizona Friends of Foster Children Foundation (“AFFCF”) is seeking a highly organized, detail-oriented, and proactive individual to fill the role of Administrative Coordinator at our Phoenix office. The ideal candidate will be responsible for overseeing a diverse range of administrative, finance, and operations functions to support the organization, while also demonstrating strong initiative, independent judgement, and the ability to improve systems and processes.

Who We Are:

For over 40 years, AFFCF has focused on creating opportunities to build self-esteem and empower children and youth in foster care. Our goal is to fund services that enrich life experiences and ensure successful transition to adulthood. There are three main ways we engage children and youth that experience foster care:

Childhood Activities - We help bring a level of normalcy to children’s and youth’s lives by paying for sports registrations, swim lessons and other activities. Recognizing that often, the funding available from the State is insufficient, we try to close the gap and fund the things that help kids and youth experience normalcy and moments of joy.

Keys to Success – AFFCF’s Keys to Success program provides career, education and employment development services for youth transitioning out of foster care that lead them to discover their potential and a pathway to living wage employment.

Post-Secondary Program - AFFCF’s Post-Secondary program funds tuition and fees for young people who age out of foster care in Arizona and wish to attend a university or community college. We make sure youth aspiring to achieve a college education know that they have someone that believes and wants to invest in their dreams.

Essential Job Responsibilities:

- **Front Office Coordination:** Efficiently manage a multi-line phone system, address inquiries, and provide professional reception services to welcome guests
- **Meeting & Event Logistics:** Coordinate conference room and meeting reservations; support board meeting and event preparation
- **Executive Support:** Provide high-level administrative assistance to Senior Leadership as needed
- **Office Operations:** Maintain office supply inventory, manage vendor relationships, and oversee general office and kitchen maintenance to ensure a productive work environment
- **Mail and Donations Processing:** Handle all aspects of incoming/outgoing mail, including phone donations, tax mailings, and accurate record-keeping
- **Employee Support:** Facilitate onboarding for new hires, providing a seamless transition into the organization; digitize and systematically maintain files
- **Continuous Improvement:** Look beyond tasks to identify process gaps, propose solutions, and implement improvements that strengthen organizational efficiency

Qualifications, Skills, and Competencies

- Bachelor's degree in a related field or 3 years of equivalent related work experience
- Strong attention to detail, organizational and critical thinking skills
- Ability to take initiative, follow through, and complete tasks on time
- A proactive team player in a fast-paced environment with a positive attitude
- Proficient in technology, including Google Workspace
- Ability to generate reports, analyze data, and present findings effectively
- Level 1 Fingerprint Clearance Card required (or ability to obtain)
- Preferred but not required: Fluency in Spanish and experience in non-profit settings

SALARY AND BENEFITS

Reporting to the Director of Finance and Operations, this is a full-time, salaried position. The salary target for this role is \$46,000 - \$52,000, including generous paid time off (PTO), sick time, healthcare and dental benefits, 401(k), and term-life insurance.

EQUAL EMPLOYMENT EMPLOYER

AFFCF is an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

Please submit resumes to talent@affcf.org for consideration