

GULF COAST COMMUNITY FOUNDATION

Together with our donors, our team boldly and proactively transforms our region – *and you can too.*

For over 25 years, Gulf Coast Community Foundation has partnered with generous donors, dedicated community partners, and an innovative team of talented employees who are empowered to identify needs in our community and lead strategic efforts to transform them. Gulf Coast is headquartered in Venice, FL and has a Philanthropy Center in Sarasota, FL. The foundation has granted over \$510 million in health and human services, civic and economic development, education, arts and culture, and the environment. Gulf Coast was named one of the "Best Nonprofits To Work For" nationally. To learn more visit GulfCoastCF.org and follow us on Facebook at [@GulfCoastCommFnd](https://www.facebook.com/GulfCoastCommFnd).

Job Description: Office Coordinator

Reports to: Vice President of Brand Strategy

Status: Full-time, Non-Exempt, Hourly

Salary Range: From \$20.00 per hour

To Apply: Send resume to: jointheteam@gulfcoastcf.org

The **Office Coordinator** plays a crucial role in supporting office operations at the Sarasota Philanthropy Center. This position ensures seamless daily operations and enhances internal and external experiences. The Office Coordinator is responsible for the administrative management of calendars and scheduling, internal events and retreats, daily office tasks at our Venice Headquarters, and facility rental programs at both the Venice Headquarters and Sarasota Philanthropy Center. Gulf Coast's Office Coordinator maintains seamless daily operations and promotes a positive work environment through efficient organization and communication. While the primary location for this role is the Sarasota Philanthropy Center, the Office Coordinator may on occasion provide on-site support to the Venice Headquarters, located in Venice, Florida.

Essential Duties and Responsibilities

Customer Service and Relations

- Greet visitors and provide exceptional service in every interaction
- Confidently provide information about Gulf Coast to donors and visitors
- Professionally and efficiently field incoming phone calls
- Partner with the Corporate Secretary to provide excellent service to Board of Directors and Leadership Team in-office events

Administrative and Office Support

- Handle daily mail and check processing
- Support printing and mailing of gift letters in support of Philanthropy team
- Ensure office brand standards are met daily
- In coordination with the Operations Coordinator, maintain positive relationships with vendors and external partners to support office facilities and equipment
- Process invoices, expenses and other financial transactions
- Enhance and implement office procedures as directed

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Internal Events and Support

- Work with the VP of Brand Strategy to prepare PowerPoint presentations, distribute meeting agendas and materials for all internal events
- Coordinate cross-departmental communication and collaboration
- Assist in developing and maintaining positive staff relations through various initiatives
- Plan, coordinate, and execute staff events and retreats
- Gather feedback and suggest improvements for future events
- Assist in new hire onboarding program

Facility Reservation Relations

- Handle online reservation systems for meeting rooms and shared spaces at both the Venice Headquarters and Sarasota Philanthropy Center
- Manage all internal Catering requests for both the Venice Headquarters and Sarasota Philanthropy Center
- Coordinate with external partners for facility use and special events
- Ensure proper setup and breakdown of meeting spaces
- Act as the primary point of contact for reservation inquiries and changes

Required Education and Experience

- High School Diploma or equivalent
- Minimum of 2 years of experience in an administrative role
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint)
- Excellent organizational and time management skills
- Strong written and verbal communication abilities
- Demonstrated ability to multitask and prioritize in a fast-paced environment
- Attention to detail and commitment to accuracy
- Exceptional customer service orientation
- Strong interpersonal skills and ability to build positive relationships
- Proactive problem-solving approach
- Flexibility and adaptability in handling diverse tasks
- Discretion in handling confidential information
- Ability to work effectively both independently and as part of a team

Preferred Qualifications

- Experience in event planning or coordination
- Experience in a nonprofit or philanthropic organization
- Knowledge of calendar management and customer relationship management (CRM) systems
- Adaptability and proven ability to learn new tools and technologies quickly

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General Physical Requirements

- Sedentary work: exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move, transport, position, install or remove objects weighing up to 10 pounds across office or various outdoor locations.
- Sedentary work involves remaining in a stationary position most of the time. Occasional moving about and maneuvering objects. Occasionally moves items weighing up to 10 pounds, exerting over 10 pounds of force. Recurrent repetitive motion (such as typing) is involved in performing this role.

Working Conditions

- The employee is not substantially exposed to adverse environmental conditions.
- Events may take place off-site and may necessitate exposure to weather elements.
- Ability to work from multiple locations as needed.

WHY WORK AT GULF COAST COMMUNITY FOUNDATION?

EXPERIENCE - We are empowered to deliver an exceptional (+1) experience to our donors, nonprofit and community partners, Board of Directors, and colleagues. Our mission is Together with our donors, we transform our region through bold and proactive philanthropy.

WORKPLACE - Our hybrid workplace, digital communications, and open office space encourages interaction, communication, and collaboration. We create intentional opportunities for our team to connect to foster transparency, collaboration, and sharing of information.

CULTURE - Our cohesive culture is sustained through our high-trust environment where employees are encouraged to identify and develop knowledge and skills, take measured risks, and push boldly into the future. Our values are Integrity, Leadership, Collaboration, and Excellence.

TECHNOLOGY - We have integrated advanced technology and provide employees with the tools needed to succeed while working in a hybrid environment.

EXCELLENT AND AFFORDABLE STAFF BENEFITS

- **No-Cost Employee Health Insurance, Eligible for coverage on Day One** – PPO or HMO (with FSA), or HDHP (with HSA) or \$756.44 monthly allowance if externally insured (proof required); affordable dependent coverage offered with employer contribution toward total cost
- **No-Cost** telemedicine for our employees and their families
- **No-Cost** dental coverage for employees and their families with rollover benefits
- **No-Cost** Life, AD&D, Short-Term and Long-Term disability insurances
- Low-Cost vision coverage for employees and their dependents
- Low-Cost pet care discount plan
- Monthly allowance of \$75.00 toward cell phone utilization
- Travel and mileage reimbursement for work-related activities
- Health and wellness discount programs
- Supplemental insurances offered by Colonial

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- **SUBSTANTIAL LEAVE TIME** including **160 hours (or 20 days) of PTO annually**, no waiting period (pro-rated for the current year), with rollover eligibility, **12 full-day and 2 half-day paid holidays**, modified medical and family leave, paid family leave, paid time off to vote and for poll volunteers
- **EXCEPTIONAL 401K PLAN**
Up to 4% employer match after 90 days; + discretionary contribution of up to an additional 5% following completion of 12 months of continuous employment
- **STAFF AND ORGANIZATIONAL DEVELOPMENT INVESTMENTS**
Staff retreats and team building events and off-site staff celebrations and family gatherings
Opportunities for ongoing training and development opportunities (conferences and/or trainings)
- **FREE AND CONFIDENTIAL** employee assistance program that offers employees and dependents a variety of tools, resources, and services to support their health, goals, and overall well-being

About the area: Gulf Coast is headquartered in Venice, Florida and our Philanthropy Center is in downtown Sarasota, Florida, both in Sarasota County. Sarasota County is on Florida's West coast, with miles of beautiful beaches along the Gulf of Mexico. Along with our beautiful beaches, no state income tax, and rapidly growing population, the area provides an idyllic opportunity to live and work in paradise.