

## Job Description

<b>Job Title:</b>	Administrative Coordinator – Front Desk
<b>FLSA Status:</b>	Full-time/Non-exempt
<b>Department:</b>	Operations
<b>Reports To:</b>	Director of Operations
<b>Location:</b>	Rung St. Louis
<b>Schedule:</b>	Monday-Thursday 8:30 am to 4:30 pm; One Friday per month and every Saturday 8:30 am to 3:00 pm
<b>Salary Range:</b>	\$53,000 – \$58,000

### Description of Organization:

Rung for Women is looking for like-minded individuals to join our team of passionate and enthusiastic individuals who are committed to inspiring women to climb the economic ladder. We envision a world where all women can lead equitable and abundant lives. Rung offers professional and personal development opportunities, along with a supportive community of women who want to earn a thriving wage and overcome the systemic economic, social, and health barriers to wealth creation.

We believe in unlocking potential and possibilities in our staff and Members. In 2024, Rung will focus on career pathways in the technology and advanced manufacturing industries. Rung for Women partners with employers and training providers who offer a fast-track to a new career through short-term industry-specific training, on-the-job training, and/or apprenticeships. Our Members gain access to a community of like-minded women, health and wellness amenities, and childcare to support them in achieving their goals.

Since our launch in March of 2021, more than 500 women have begun a journey with Rung. Many of them have completed coaching, and career training, and have achieved better employment opportunities and increased their income.

Rung for Women’s model provides a focus on industries with the most high-impact career and income opportunities for women. If you would like to be a part of an organization that is disrupting the status quo in women’s personal and professional lives, Rung for Women is the place for you!

#### *Our Mission:*

Inspiring all women to climb the economic opportunity ladder.

#### *Our Values:*

- Innovate
- Collaborate
- Invite Joy
- Promote Self-determination
- Uphold Equity

#### *Our staff are:*

- Passionate about Rung’s vision & mission
- Collaborators
- Effective communicators
- Self-directed
- Value-adders
- Have a growth mindset and high EQ

**Position summary:** We're looking for someone to serve as the welcoming first point of contact for anyone entering Rung's campus, ensure their safety, manage the organization's Child Watch supplies, and provide administrative support to the Operations Department. If you enjoy creating a welcoming environment, excel at handling multiple tasks with ease, and are careful with the details, then this is the position for you.

**How you'll help Rung achieve our vision:** Many of Rung's Members are coming from stressful, over-full lives. Rung is often a respite, a place for them to focus on their future. This position creates a welcoming and safe environment for all who set foot on our campus.

**What you will do:**

**Manage Front-Desk Operations**

- Greet all employees, contractors, members, volunteers, and visitors as they enter Rung, ensuring that all are entered/check-out of Rung's badging system
- Monitor Badge Pass system regularly to maintain accurate count of who is in the building
- Maintain an understanding of staff roles so phone calls, emails, and other communications can be answered or transferred appropriately; take messages when necessary
- Monitor Badge Pass system and security cameras to ensure campus safety, reporting any concerns to supervisor and/or police
- Provide accurate programmatic and organizational info when replying to email, telephone and face-to-face inquiries
- Maintain awareness of and support adherence to building safety policies/procedures
- Ensure building is opened and closed based on designated business hours (depending on shift)
- Oversee Badge Pass system and printing/activation/deactivation of all badges
- Update Front Desk rule and information binder as needed
- Update the Service Master Custodial conference room calendar weekly
- Upload new member photos into Salesforce database

**Coordinate Child Watch Program Registrations**

- Send out weekly notifications to Members enrolled in Child Watch program
- Create and maintain documentation of weekly Member registrations for Child Watch
- Monitor Child Watch program registrations and make updates to spreadsheet as needed
- Communicate Child Watch daily census and updates to Facilities Specialist and other team members
- Update new Child Watch badges and food allergy badge coding
- Monitor Child Watch snack supplies that need to be ordered

**Provide Support to Operations team**

- Carry out administrative duties for the Chief Operating Officer and/or Director of Operations and operations department such as filing, creating documents, scheduling meetings, etc.
- Coordinate Operations Department meetings, documenting attendance and minutes
- Provide daily updates to Director of Operations about emerging, ongoing, and resolved issues

**What you need to bring us:**

- Passion for Rung’s vision and mission
- Demonstrated experience in working with individuals from diverse backgrounds
- Ability to provide positive first impressions and deliver excellent customer service
- Consistent demonstration of reliability, dependability, and flexibility
- Excellent written and oral communication skills
- Strong ability to manage and complete multiple tasks/priorities in a timely manner and with a positive attitude
- Ability to get along with and assist other team members
- Commitment to accuracy and attention to details
- Team-orientation
- Advanced knowledge of Microsoft Office applications
- Familiarity with CRM systems (particularly Salesforce) preferred
- Ability to lift and carry up to 40 lbs
- Collaborative approach to your work and an ability to work with others to ensure desired results

**Why Rung for Women?**

Rung for Women knows that our success is the result of attracting, retaining, and investing in high caliber staff who have a passion for our vision and mission. When you thrive, Rung thrives. We therefore offer a competitive array of benefits, including:

- Comprehensive Health Insurance: Medical, dental, and vision (majority of the cost for employees is paid by Rung) plus short- and long-term disability insurance (fully paid by Rung)
- Retirement: dollar-for-dollar match up to 5% of the employee’s annual salary
- Paid Time Off: Up to three weeks of vacation, 1 week off at end of December, 1 week of sick time, 20 hours of volunteer time, and 9 holidays each year
- Flexibility: flexible work schedule and ability to work from home up to two days/week
- Paid personal and family leave: up to 12 weeks paid time off annually for the birth of your child or to respond to your own serious illness; up to 2 weeks to respond to a loved-one's illness
- Cell Phone Reimbursement: up to \$75 monthly
- Professional Development: up to \$2,000 annually to further your professional development, plus monthly professional development in-services
- Team Building: organized activities throughout the year for departments and all staff to build a strong staff community

Rung for Women is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship.

**Application Process**

Interested candidates should submit a resume, cover letter, and any other relevant materials, to [careers@rungforwomen.org](mailto:careers@rungforwomen.org) no later than 5:00 pm, on July 12, 2024. Please also complete a short, 5-minute assessment: <https://assessment.predictiveindex.com/6KH/d7f4801e-2940-4d52-85c4-75a2f4835f57?type=candidateba>