

The Historic East Baltimore Community Action Coalition (HEBCAC) is seeking an ***Administrative Coordinator*** on a full-time basis. The Administrative Coordinator will be responsible for administrative tasks related to the general operating of the internal and external programs of HEBCAC and assist with the oversight of maintenance of the building at 1212 N Wolfe Street. The position requires excellent attention to detail and the ability to respond to complex, multi-variable issues with diplomacy, discretion, and confidentiality.

HEBCAC is a nonprofit community development corporation founded in 1994 by area residents, in partnership with Baltimore City, State of Maryland, and Johns Hopkins University. HEBCAC's mission is to work with residents and other stakeholders to support healthy, thriving households and neighborhoods in the 220-block area bounded by Edison Highway, Aisquith Street, North Avenue, and Fayette Street. HEBCAC focuses on both physical infrastructure and human capital challenges residents and neighborhoods are facing. HEBCAC is located at 1212 N Wolfe Street, Baltimore, MD 21213. More information is available on the organization's website: [www.hebcac.org](http://www.hebcac.org).

### **Specific Duties & Responsibilities:**

- Coordinating and performing administrative duties, providing confidential secretarial support to the Executive Director and Deputy Director, assisting with project activities, records administration, and maintaining a high level of customer service excellence and detail orientation
- Coordinate and implement office services such as, purchasing, records control, projects, and budget accounting operations for internal programs and external community events
- Troubleshoot phone, connectivity and computer problems with IT service
- Maintain electronic files for the admin staff and organize records in compliance with the funders and stakeholders
- Exercise independent judgment in the resolution of administrative problems.
- Work closely with our administration and finance team, to carry out the administrative tasks necessary for smooth operation of grants and projects
- Coordinate collection and preparation of financial and operations reports
- Problem Solve with regards to administrative and operating issues
- Assist with Charitable Renewal, Audits and other administrative documents as necessary
- Assist with detailed documentation for operating and programmatic expenses
- Independently resolve schedule conflicts, prioritize request, and confirm and track event and meeting details
- Maintain in-kind support lists and wish lists for shelter and food pantry items
- Coordinate monthly staff and board meetings with Executive Director

- Handle correspondence related to delays and errors in the purchasing department
- Oversee general maintenance of the building including coordinating with contractors to perform emergency and regular building maintenance
- Interface with building tenants regarding maintenance concerns
- Other duties as assigned

**Special Knowledge, Skills, & Abilities:**

- Excellent written and oral communication skills required as well as good decision-making skills and an attention to detail
- Qualified candidate must be able to work independently and have exceptional organization, time management and interpersonal skills
- Proficiency with Word and Excel required; SAP experience a plus
- This position requires attention to detail, flexibility, excellent computer skills, a high level of independent thinking, and the ability to thrive in a fast-paced environment.

**Minimum Qualifications (Mandatory):**

- High School diploma/GED required
- Three years progressively responsible administrative experience required
- Additional education may be substituted for required experience to the extent permitted by the JHU equivalency formula.

**Preferred Qualifications:**

- Bachelor's degree

***JHU Equivalency Formula:*** 30 undergraduate degree credits (semester hours) or 18 graduate degree credits may substitute for one year of experience. Additional related experience may substitute for required education on the same basis. For jobs where equivalency is permitted, up to two years of non-related college course work may be applied towards the total minimum education/experience required for the respective job.

Classified Title: Administrative Coordinator  
Role/Level/Range: ATO 37.5/03/OE  
Starting Salary Range: \$17.59 - \$24.80 an hour  
Employee group: Full Time  
Schedule: M-F 8:30-5:00  
Exempt Status: Non-Exempt  
Location: 1212 N. Wolfe Street, Baltimore, MD 21213  
Department name: HEBCAC Admin  
Personnel area: School of Medicine

The successful candidate(s) for this position will be subject to a pre-employment background check.

If you are interested in applying for employment with The Johns Hopkins University and require special assistance or accommodation during any part of the pre-employment process, please contact the HR Business Services Office at [jhurecruitment@jhu.edu](mailto:jhurecruitment@jhu.edu). For TTY users, call via Maryland Relay or dial 711.

Johns Hopkins has mandated COVID-19 and influenza vaccines, as applicable. Exceptions to the COVID and flu vaccine requirements may be provided to individuals for religious beliefs or medical reasons. Requests for an exception must be submitted to the JHU vaccination registry. For additional information, applicants for SOM positions should visit <https://www.hopkinsmedicine.org/coronavirus/covid-19-vaccine/> and all other JHU applicants should visit <https://covidinfo.jhu.edu/health-safety/covid-vaccination-information/>.

**The following additional provisions may apply, depending on campus. Your recruiter will advise accordingly.**

The pre-employment physical for positions in clinical areas, laboratories, working with research subjects, or involving community contact requires documentation of immune status against Rubella (German measles), Rubeola (Measles), Mumps, Varicella (chickenpox), Hepatitis B and documentation of having received the Tdap (Tetanus, diphtheria, pertussis) vaccination. This may include documentation of having two (2) MMR vaccines; two (2) Varicella vaccines; or antibody status to these diseases from laboratory testing. Blood tests for immunities to these diseases are ordinarily included in the pre-employment physical exam except for those employees who provide results of blood tests or immunization documentation from their own health care providers. Any vaccinations required for these diseases will be given at no cost in our Occupational Health office.

**Equal Opportunity Employer**

Note: Job Postings are updated daily and remain online until filled.

**EEO is the Law**

Learn more:

[https://www.eeoc.gov/sites/default/files/migrated\\_files/employers/poster\\_screen\\_reader\\_optimized.pdf](https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf)