



Administrative Coordinator Foster Care Services

The Juvenile Justice Center of Philadelphia (JJC) is a non-profit, multi-service organization that serves the needs of disadvantaged children, youth and families. Our mission is to maintain families through supportive services, to prevent children and youth from being placed in care, and also to ready families for reunion with their children. JJC has an **Administrative Coordinator** opening in our Coulter Street office.

Job Summary

The Administrative Coordinator is an integral team member of the Foster Care Services department. This position will assist the Director of Foster Care & Placement Services Director in all administrative functions of the Foster Care Program, as well as be an administrative support to the Residential Services, and the Adoptions Departments. The Administrative Assistant reports to the Director of Foster Care & Placement Services. He/she also has close collaboration with the other Program Directors, and team members in ensuring all of the administrative aspects of the department(s) are completed. Various duties include, but are not limited to, keeping updated records of clients and families, providing assistance for inspection from state and local agencies and ensuring that department/agency documents are updated and readily available for worker use. This position is salaried, Monday to Friday, with an 8 hour day. The hours are 9:00 a.m. to 5:00 p.m.

Qualifications

- 3-5 Years of experience as an administrative assistant or coordinator
- Demonstrated skills in Microsoft office programs.
- Experience in basic finance and billing.
- Highly organized and detail oriented.
- The ability and willingness to read and prepare reports.
- The ability and willingness to reach, lift and stack boxes (clothing, food items, etc.) that weigh up to 15 pounds.

JJC is an Equal Opportunity Employer, embracing diversity and inclusion in all of its services.

JJC offers salary compensable with experience. Competitive benefits and comprehensive benefits: Medical/Prescription Insurance/Dental Insurance/Vision Insurance/Life Insurance/Short and Long Term Disability/Vacation/Paid Sick Time/Holidays/ 401(k) Retirement Plan

Please send resume, cover letter and salary requirement to hrdepartment@juvenilejustice.org