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Administrative Coordinator

Hybrid Position

50-55,000

The Deaf-Hearing Communication Center is a regional not-for-profit organization promoting communication accessibility, equality and cultural awareness to the Deaf, hard of hearing, DeafBlind and hearing communities.

Overview:

The Administrative Coordinator plays a key role in supporting DHCC's daily operations and ensuring the office runs smoothly and efficiently. This position oversees administrative processes, manages office resources, and provides support to the Finance/Billing department as needed. The ideal candidate is organized, detail-oriented, and comfortable working in a dynamic environment that serves both staff and the community.

Responsibilities:

Office Management & Operations

- Manage daily office operations, ensuring a clean, organized, and welcoming environment.
- Oversee maintenance, organization, and security of office space, equipment, and supplies.
- Maintain office storage areas and historical information.
- Handle all incoming and outgoing mail and deliveries.
- Coordinate office logistics, including mail distribution, meeting setup, and shared calendars.
- Serve as the primary point of contact for office inquiries and administrative needs.
- Manage relationships with vendors, building management, and service providers.
- Order office equipment and supplies and maintain supply inventory.
- Ensure regular maintenance of office equipment.
- Maintain and troubleshoot office systems including Vonage, Slack, Front, and Zoom.
- Train staff on computer software and office technology.

Administrative Support & Documentation

- Organize and maintain office filing systems (physical and digital).
- Handle correspondence and manage shared and departmental communications.
- Compose meeting minutes, letters, and other written materials.
- Provide administrative support to other departments as needed.
- Support organizational communications, including staff announcements and internal updates.
- Serve as scheduler and correspondence support for the Controller (meetings, communications, etc.).
- Assist with purchasing, inventory tracking, and general administrative processes.
- Monitor office bills and alert the Executive Director of significant changes.
- Perform other administrative duties as required.

Financial Processing & Bookkeeping

- Assist with accounts payable processing.
- Process purchase orders and vendor invoices.
- Assist with data entry, invoice tracking, and document management.
- Prepare and enter journal entries under the direction of the Controller.
- Reconcile bank statements and credit card transactions.
- Support month-end and year-end closing activities.
- Assist with preparation of financial statements, reports, and audit materials.
- Support grant reporting and financial documentation for funders.
- Help monitor budgets, expenses, and account balances.
- Assist the Controller during audits, including gathering and submitting required documents.
- Prepare documents, spreadsheets, or reports as requested.
- Perform other finance-related duties as assigned by the Controller or Executive team.

Cross-Departmental / Organizational Support

- Contribute to process improvements to enhance efficiency and internal communication.
- Provide administrative and operational support across departments as needed.

Required Skills and Abilities

- 2+ years of administrative or office management experience, preferably in a nonprofit setting.
- Ability to physically come to the office 1-2 times per week and as needed
- Strong written and verbal communication skills.
- Exceptional organizational skills and a collaborative, team-oriented attitude.
- Proven ability to manage multiple priorities and deadlines while maintaining attention to detail.
- Experience with QuickBooks is preferred
- Light book keeping experience preferred.
- Strong time management and problem-solving skills.
- Native/Fluent in ASL preferred, willingness to learn ASL required.

DHCC is proud to be an Equal Employment Opportunity employer. We value diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

We recognize that marginalized populations, including but not limited to Black, Indigenous, People of Color, LGBTQ+ individuals, and people with disabilities, face systemic barriers in the workplace. At DHCC, we are dedicated to breaking down these barriers and ensuring that our workplace is a place where everyone can thrive.

Interested candidates, please send your cover letter and resume to:

Sarah Greto
HR|Office Manager
sgreto@dhcc.org