



POSITION DESCRIPTION

Office and Project Coordinator

Non-Exempt | Full-Time

Salary: \$41,000 – \$44,000

Location: 1422 Euclid Avenue – Downtown Cleveland

Position Summary

The Literacy Cooperative seeks an **Office and Project Coordinator** to provide administrative and project support to ensure efficient and effective organizational operations. This position requires strong organizational skills, attention to detail, and the ability to manage multiple responsibilities in a collaborative, mission-driven environment.

The Literacy Cooperative is a small, close-knit team that values flexibility, mutual support, high standards of work, and collaboration with staff, board members, and community partners.

This is a hybrid position, requiring a combination of in-office and remote work. The employee will work on-site Monday-Wednesday and remotely Thursday and Friday (meetings and events may require in person attendance). Some evenings are required for fundraising events and special presentations.

Primary Responsibilities

Administrative and Office Operations

- Maintain digital and hard-copy filing systems for contracts, administrative records, financial statements, grant compliance documents, and supplemental materials.
- Open, sort, and distribute incoming mail and coordinate outgoing correspondence.
- Manage office supplies, post office needs, vendor services, repairs, and service calls.
- Monitor incoming phone calls and emails; respond or route inquiries as appropriate.
- Resolve administrative issues and respond to internal and external inquiries.
- Proofread documents for spelling, grammar, formatting, accuracy, and clarity.
- Perform additional related duties as assigned.

Project and Program Support

- Coordinate support for Dolly Parton's Imagination Library (DPIL), including processing change-of-address updates and duplicate records, supporting the DPIL Director and volunteers, tracking undeliverable books in Excel, and communicating with families via email, text, or phone regarding special issues.
- Generate reports from the donor database and DPIL Book Ordering System; conduct basic data analysis using Excel.
- Update and maintain databases, including mailing lists, donor records, contact lists, and constituent information.

Fundraising and Financial Support

- Support fundraising events by assisting with event logistics, preparing materials, coordinating with vendors and volunteers, assisting with guest registration and check-in, tracking RSVPs and donations, processing payments, and providing on-site event support.
- Process donor acknowledgment letters in a timely manner; regularly review and update records to ensure data accuracy and integrity.
- Process invoices, assign expense codes, prepare payments, and maintain documentation for audit purposes.
- Process checks and manage bank deposits.

Board and Meeting Coordination

- Maintain board and committee meeting schedules.
- Prepare and distribute meeting agendas and materials.
- Coordinate virtual and in-person meetings, including scheduling, securing venues, setting up virtual platforms, and arranging refreshments.
- Record, transcribe, compile, and distribute meeting minutes.

Qualifications

- High School Diploma or equivalent required.
- Associate degree in a related field or a minimum of two years of office administration experience preferred.
- High proficiency in Microsoft Office (Excel, Word, PowerPoint) and experience with email communication, group messaging platforms, and data systems.
- Strong organizational, planning, and prioritization skills, with the ability to develop systems that support compliance.
- Ability to manage multiple projects and complete complex administrative tasks with minimal supervision.
- Excellent written and verbal communication skills.
- Ability to handle confidential and sensitive information with discretion.
- Demonstrated reliability, flexibility, and attention to detail.

About The Literacy Cooperative – www.literacycooperative.org

The Literacy Cooperative brings foundations, organizations, and individuals together to develop practical solutions that improve literacy. The organization mobilizes Northeast Ohio resources to increase reading, math, and digital literacy beginning at birth, ensuring children perform at grade level throughout their educational journey.

Mission: To advance literacy by raising awareness, advocating for public support of literacy initiatives, and strengthening the network to improve literacy across the lifespan.

Vision: To ensure that all children and adults in Greater Cleveland reach their highest literacy potential for employment, self-sufficiency, and lifelong learning.

How to Apply

Interested candidates should submit a resume and cover letter to:

Laureen Atkins-Holliday

latkins@literacycooperative.org

Background checks are required for final candidates.

This position will remain open until filled. No phone calls, please.

The Literacy Cooperative is an Equal Employment Opportunity and affirmative action employer. We do not discriminate based on race, religion, color, national origin, sex, gender identity, sexual orientation, age, veteran status, disability status, or any other characteristic protected by law. We are committed to building an inclusive workforce that represents diverse cultures, backgrounds, and perspectives.