

HUDSON COMMUNITY FOUNDATION

Job Title: Administrative & Operations Coordinator

Reports To: President

Location: Hudson, Ohio (In-office, flexible schedule)

Status: Part-Time (20–25 hours/week)

Compensation: \$20–\$23/hour (commensurate with experience)

Position Summary

The Administrative & Operations Coordinator provides day-to-day administrative and operational support to ensure the smooth functioning of the Foundation. This role supports internal processes, staff and board coordination, and general office operations, helping the organization remain organized, responsive, and efficient.

Serving as the first point of contact for visitors and callers, this individual maintains a professional and welcoming presence while assisting leadership and staff with essential administrative functions. The position requires strong organizational skills, attention to detail, discretion, and the ability to manage multiple responsibilities in a collaborative, mission-driven environment. Graphic design experience is a plus but not required.

Key Responsibilities

Office & Administrative Support

- Serve as the Foundation's front-office presence
- Answer and direct incoming calls and emails
- Manage office operations, supplies, and mail
- Maintain shared calendars and coordinate meetings
- Prepare correspondence, reports, board packets, and internal documents
- Perform data entry and maintain accurate records and databases
- Support internal workflows and administrative processes

Board & Staff Coordination

- Prepare and distribute board meeting materials
- Coordinate meeting logistics (room setup, materials, attendance tracking)
- Maintain organized electronic and physical files
- Support follow-up communication and documentation

Operational & Community Support

- Assist with mailings, donor acknowledgments, and routine correspondence
 - Support event-related tasks (registrations, materials preparation, follow-up)
 - Maintain organized grant and donor files
 - Track deadlines and ensure timely completion of recurring tasks
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Qualifications

- Professional communication and customer service skills
 - High level of attention to detail and confidentiality
 - Strong organizational and time-management abilities
 - Proficiency in Microsoft Office (Word, Excel, Outlook)
 - Ability to work independently and collaboratively in a small team
 - Adobe Creative Suite or similar design experience (not required but a plus)
 - Marketing background (a plus)
 - Prior administrative or nonprofit experience (preferred)
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Ideal Candidate

Organized, dependable, and service-oriented, the ideal candidate takes initiative, anticipates needs, and brings a welcoming presence to the office. They enjoy supporting others, improving processes, and contributing meaningfully to a mission-driven organization.

To Apply: Interested candidates should submit their resume to info@myhcf.org for consideration.