



Resolving
Homelessness
Together

Front Office Coordinator

Reports to: Human Resources

Housing Matters partners with individuals and families to create pathways out of their homelessness into permanent housing. Housing Matters is a leader in working to end homelessness – and we want you to be part of our team. Housing Matters is looking for individuals eager to make a difference and willing to enthusiastically commit to join in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

Job Description

The Front Office Coordinator is responsible for overall front office administrative activities, including the front reception lobby, purchasing requests, office moves and providing arrangements for office meetings.

- Responsible for managing administrative activities by ensuring office operations and procedures are organized and clerical functions are properly assigned and monitored.
- Supervises the front office areas and equipment including arrangement and housekeeping of office facilities.
- Oversees and places office supply orders across all programs.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Oversees file storage and archive processes.
- Participates as needed in special projects.
- Other duties as assigned.

Qualifications

- Detail-oriented, highly organized, and able to set and meet goals and deadlines
- A self-starter, responsible, motivated
- Must maintain good rapport with staff, clients and volunteers
- Demonstrated ability to work effectively with people of all backgrounds
- The ability to listen empathetically to clients and have patience and train others in this skill.
- Demonstrated record as a successful team player, including the ability to develop and maintain a goal-oriented, positive attitude
- Must be able to interface equally well with the Board of Directors, staff, donors, volunteers, and the general Housing Matters community

Hours

This is a full time, hourly, benefited, non-exempt position. Occasional evenings and weekends required. Health Insurance, PTO and Vacation benefits begin after 90-day introductory period.

www.housingmatterssc.org



PO Box 1319
Santa Cruz, CA 95061



115B Coral Street
Santa Cruz, CA 95060



ph: (831) 458-6020
fax: (831) 316-5010



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To Apply

Please email a cover letter and resume to the attention of Human Resources at recruiter@santacruzsc.org. No Phone calls or faxes. Housing Matters is an Equal Opportunity Employer.

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