



Delivering Innovation in Supportive Housing (DISH) Job Description:

Job Title: Administrative Coordinator

Reports to: Co-CEO (Rahwa)

FLSA Status: Non-Exempt

Approved Date: January 2026

POSITION SUMMARY: The Administrative Coordinator provides high-level administrative support to the DISH Central office, assists with Fund Development and HR tasks, supports order requests from the facilities team and performs special projects that are request by the Admin Officer or Co-CEO.

This is a non-exempt full-time position. This non-exempt employee works a standard 40-hour work week with a starting pay rate of \$26.00. Time beyond 40 hours must be preapproved by the manager. This position will report to the Co-CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General Administration Support (40%):

- Assists with day-to-day Central Office administration needs including: ordering/maintaining office supplies and IT equipment (copy machine, fax, printer, telephones) in coordination with the Admin Officer, picking up/sorting mail, greeting all guests, monitoring entry and access to DISH Central Office, etc.
- Sent out reminders, manage RSVPs and distribute communications such as the staff newsletter, and monthly staff bulletins.
- Prepare printed materials and support room reservations for internal meetings at DCO and other DISH sites.
- Maintain organized front desk reception area and shared common spaces.
- Supports document development and production (forms, flyers, reports, manuals, etc.) using MS Office Suite and other document software.
- Work the Executive Assistant and Admin Officer with any org-wide event setup and logistics (e.g. DISH Picnic, trainings, holiday parties, etc.)

Fund Development Support (20%):

- Gather materials across teams (Programs, Finance, Admin, Property Ops) to support proposals, reports, and donor communications.



- Set up and prep meetings (scheduling, agendas, materials, notes, and action-item follow-up) for the Director of Fund Development and cross-functional partners.
- BASH support (pre-, during, and post-event): help manage the project plan, vendor/volunteer coordination, guest list and check-in materials, on-site support, post-event thank-yous, and data entry/reconciliation.
- Respond to and triage requests from the Director of Fund Development; complete ad hoc tasks and special projects as assigned.
- Uphold data quality and confidentiality standards for donor information and files; follow DISH policies and simple SOPs.
- Provide a brief weekly update on Fund Development tasks, progress, and upcoming deadlines.
- Support with external volunteer requests that come from Fund Development Director

Human Resource Support (20%):

- Assist with New Employee Orientation (NEO) logistics, including preparation of onboarding materials and scheduling sessions.
- Provide new hire support such as badge creation, uniform ordering, and document collection.
- Coordinate recruitment tasks, including posting job descriptions, screening resumes, and liaising with hiring managers and the HR Director.
- Contribute to employee engagement and morale initiatives, including staff recognition, team-building events, wellness activities and etc.

Facilities & Program/Site Support (20%):

- Provides administrative support as needed to the DISH housing sites, including facilities leadership team
- Support with Holiday focused community meeting meals and work in partnership with Support Services and Community Development team. Support with the organization and distribution of Tenant Satisfaction Surveys
- Manage Facilities supply ordering process and tracking of supplies and inventory
- Coordinating and maintaining weekly facilities leadership team meetings, including managing calendars, finalizing agenda, ordering food, etc

OTHER DUTIES AND RESPONSIBILITIES:

- Performs additional related duties as assigned by the Co-CEO .

EDUCATION AND EXPERIENCE:



- Minimum of 2-year administrative experience required. Professional training may substitute for this experience requirement.
- High school diploma or GED required. College degree or equivalent job-related experience preferred.
- Has minimum 1-2 experience with accounts payable/accounts receivable and/or budgeting
- Has a minimum of 2-years experience with managing and executing projects and/or directives

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability and willingness to demonstrate the DISH Mission, Values, and Service Commitments at all times
- Enthusiasm for working as a team member and ability to take direction from a supervisor
- Ability to assume leadership, take initiative, and exercise independent judgment.
- Ability to communicate effectively through reading, writing, and typing in professional English. Ability to communicate in Spanish is a plus.
- Skill in basic math is required as is the ability to follow instructions and accurately complete standard templates and forms.
- Ability to handle confidential personnel and financial matters appropriately.
- Strong administrative and project management skills. Proficiency and efficiency with Microsoft Office software suite, including extensive expertise with Word and Excel and email management. Expertise in database and Microsoft Project Manager a plus.
- Strong analytical skills and creativity. Ability to multi-task in fast paced work environment, and ability to prioritize among competing pressing issues. Ability to manage expectations and meet deadlines in a timely and effective manner.
- Expertise and willingness to work in a team driven environment
- Excellent verbal, written, and interpersonal communication skills.
- Ability to communicate effectively with people from diverse backgrounds, including people with active mental health issues, active substance use issues, and histories of homelessness and trauma.
- Ability and willingness to foster a professional and welcoming environment in all interactions with colleagues, residents, visitors, and vendors, regardless of differing backgrounds, beliefs, choices, and identities.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to reach, bend, walk, stand, and sit for extended periods. The employee must occasionally lift and/or



move office supplies and/ or packages weighing up to 15 lbs. Employee must have the ability to attend meetings, sit, listen, and use computer keyboard and mouse up to 7.5 hours per day. Frequently required to use a computer, phone, copier, and fax machine. Must be able to travel between the DISH Central office and DISH residential properties on a regular basis.

ORGANIZATIONAL RELATIONSHIPS:

Works closely with the Admin Officer, Executive Assistant, the Co-CEO and various DISH central office teams. Also, works with co-workers, outside vendors, and tenants.

WORK ENVIRONMENT:

Incumbent will work in a shared office space with moderate noise level and periodic interruptions. as well as occasionally working in one or more of our Single Room Occupancy, permanent housing settings with onsite social services for formerly homeless individuals, many of whom have significant mental health, physical health and/or substance use issues. Most of the buildings are about 100 years old and have had varying capital and cosmetic improvements. Typical shifts are weekdays and daytime. Special projects and on-call emergency response may require occasional schedule changes.

DISH SF EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

DISH is an “at-will” and equal opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

HOW TO APPLY

This position will remain open until filled. To be considered, please email your resume along with a brief statement describing your interest in the Administrative Coordinator role and your relevant experience to our Admin inbox at info@dishsf.org.