JOB DESCRIPTION

Coordinator of Board & Office Affairs

In partnership with the three Planned Parenthood affiliates in Pennsylvania, Planned Parenthood Pennsylvania Advocates (PPPA), the state public affairs office in Harrisburg, works to achieve maximum public, governmental and media support for reproductive health care – including family planning – by developing, implementing and facilitating a statewide strategy. The organization represents the interests of its 310,000 bipartisan supporters and has been engaged in electoral efforts in the Commonwealth for two decades.

The Planned Parenthood Pennsylvania PAC is the state electoral arm of Planned Parenthood in Pennsylvania and is the only organization focused solely on electing pro-women’s health lawmakers to office in the Commonwealth.

The Planned Parenthood Association of Pennsylvania (PPAP) works on behalf of the three Planned Parenthood affiliates in Pennsylvania – Planned Parenthood Southeastern Pennsylvania, Planned Parenthood of Western Pennsylvania, and Planned Parenthood Keystone – to provide public education, advocacy and research related to family planning and abortion.

DESCRIPTION:

The Coordinator of Board and Office Affairs supports the Executive Director (ED) and organizes and coordinates the PPPA and PPAP Board and Board committees. The coordinator acts as the staff liaison to the Board and at the request of the ED acts as a project manager for special projects working both independently and/or with inter-organizational work teams. She demonstrates alignment with and ability to lead through the affiliate’s core values and manages day-to-day office tasks.

Board Affairs:
Maximizes the Board’s ability to communicate, deliberate, monitor, and make policy decisions:

- Builds strong relationships with Board members and strives to maximize Board satisfaction
- Serves as the primary contact for Board members for information, scheduling, and other assistance
- Coordinates physical arrangements for Board meetings
- Acts as primary recorder of Board minutes
- Organizes all materials for Board and Committee meetings; ensures key information for and from meetings is disseminated; prepares PowerPoint presentations and provides onsite assistance at meetings
- Works with the Executive Director, Board Chair, and Nominating Committee to create a comprehensive Board orientation for new members
- Works with the Board Chair to ensure diversity among the Board and practical use of members’ skills. Provides administrative management and technical research to Committee Chairs, including the recruiting of new members
- Strives to ensure existing Board members stay connected with PPPA and PPAP
Office Affairs:
Works with the ED to create and maintain a set of procedures that deliver excellent customer service to staff, donors, volunteers, trustees, affiliate colleagues and policy makers. Ensures that the operation of PPPA and PPAP is responsive and efficient. Handles complex and confidential information sensitively.

- Reviews and edits written materials from the ED. Composes correspondence and documents; Prepares reports and other documents required by the ED or other staff as directed.
- Establishes and manages structures/processes that enable ED to be most effective, including scheduling, logistics and travel
- At the request of the ED, acts as a project manager for special projects, which may require a high level of planning, organizing, and financial responsibility; Works independently on projects and/or written inter-department teams;
- Handling administrative tasks to keep the office running, including technology maintenance
- Assisting with lobbying work, including some document preparation, printing, and distribution. Other tasks will include scheduling lobbying visits and assisting with lobby reports and follow-up as necessary.
- Supporting staff in electoral work on behalf of PPPA and PPAPAC, including mailing and recording questionnaire responses, making follow-up calls, scheduling meetings, preparing and managing spreadsheets of candidates and voting records, and coordinating the endorsement of candidates.
- Is willing to ask questions, think creatively, challenge colleagues in an attempt to be part of a successful team
- Acknowledges that each team member influences decision-making and has a responsibility to evaluate existing systems and to help create new systems
- Demonstrates flexibility and teamwork; understand that staffing needs and schedules fluctuate which will require a flexible work schedule and/or additional work hours; be willing to listen and contribute to department, site, and agency discussions and decision-making; incorporate customer satisfaction into all aspects of operation
- Troubleshoot and address administrative office related needs

QUALIFICATIONS:
- Bachelor’s Degree plus 2 years relevant practical experience, or a combination of education and experience from which comparable knowledge and skills are acquired
- Commitment to customer service and satisfaction
- Knowledge of and comfort with all services provided by Planned Parenthood affiliates
- Commitment to team orientation
- Flexibility, initiative, creative thinking, and a willingness to learn required
- Effective communication skills with diverse audiences
- Extremely high level attention to detail, organizational skills and time management skills
- Ability to work independently
- Advanced computer skills with significant comfort and knowledge of Microsoft Word, Outlook and PowerPoint
- Ability to operate all office equipment
- Ability to travel throughout the state as needed

PHYSICAL DEMANDS AND WORK ENVIRONMENT:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Successfully meeting the physical demands listed below are also essential functions to this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Continuous ability to read, speak, hear and see
• Infrequent exposure to outside weather, and heat or cold conditions
• Continuous exposure to moderate noise level
• Ability to lift and move up to 25 pounds

This job description is subject to review and change, at any time, at the discretion of management, formally or informally, verbally, or in writing. Signature of employee indicates solely that this position description has been received, read and understood.