



In partnership with and following the lead of our Deaf, Deaf-Blind, and hard of hearing communities, BridgesDHH is building access, equity, and inclusion through advocacy, education, empowerment, and effective communication. We have built a continuum of programs and services from birth through elder years, ensuring we provide community, support, and intervention at all stages of life and building programs that are sustainable, replicable, and scalable. Our statewide programs are also designed to serve in both urban and rural areas.

Position

The Office Coordinator, reporting to the Director to Vice President of Finance, will be a strategic and critical support to BridgesTN, managing office functions, serving as a receptionist, coordinate office volunteers, preparing deposits, and coordinating maintenance of the building and grounds. This position is a critical support to the staff and to operations. The successful candidate will be hands-on, self-motivated, responsible and accountable, able to work independently but also to take direction.

Responsibilities

- Answer phone calls for the agency.
- Create a welcoming, professional, comfortable environment for all clients, customers, volunteers, and visitors.
- Coordinator maintenance, routine, preventative, and restorative, for the building and grounds.
- Provide assistance to leadership as needed.
- Provide exceptional customer service to those the agency serves.
- Develop and maintain a positive working relationship with vendors.
- Serve as the point person for office coordinator duties including:
 - Maintenance
 - Mailing
 - Supplies
 - Equipment
 - Bills
 - Errands
 - Shopping
- Schedule meetings and appointments for use of spaces in the building or on the grounds.
- Organize the office layout and office supplies
- Receive, log, and distribute mail.
- Coordinate with IT on all office equipment.
- Make deposits according to financial policies and procedures.
- Manage contract and price negotiations with office vendors and service providers.
- Provide general support to visitors.
- Liaise with facility management vendors, including cleaning, catering, and security services.
- Screen, onboard, and coordinate all volunteers.
- Set up and reset facilities before and after meetings.
- Maintain position-related files.

- Other duties as assigned.

Qualifications

- Conversational fluency in ASL
- Proven experience as an office assistant or coordinator
- Knowledge of office responsibilities, systems and procedures
- Proficiency in MS Office; strong written English skills
- Familiarity with email scheduling tools, including Outlook calendars and scheduling databases
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Experience with the Deaf and/or hard of hearing communities
- Excellent communication and relationship-building skills working with a variety of internal and external stakeholders.
- Personal qualities of integrity, credibility, and dedication to the mission of Bridges for the Deaf and Hard of Hearing.
- Ability to function as part of a team and to take direction while also being able to work independently and in an innovative environment.
- Strong sense of professionalism, self-awareness, respect, courtesy, common sense, humor, and grit.

To apply, please submit a cover letter, resume, and references to info@bridgesfordeafandhh.org. Applicants will not be considered unless all requested elements are provided. No phone calls please.