Office Coordinator

Reports to: Managing Director
Location: Kansas City, MO (hybrid; in-person support at 710 Central and LAMP Campus (1801 Linwood Blvd)
Schedule: Part-time, non-exempt
Compensation: $20-25/hour DOE

About KC Digital Drive

KC Digital Drive is a regional nonprofit working to build a more inclusive and innovative digital future for the Kansas City region. We lead projects at the intersection of technology, community, and economic development—focusing on emerging tech innovation and digital inclusion.

Role Summary

KC Digital Drive (KCDD) seeks a detailed-oriented Office Coordinator to keep our organization running smoothly day-to-day. This role supports the Board of Directors, coordinates executive meetings and calendars, manages vendor relationships and purchasing, assists with basic finance/admin workflows, and provides office management functions and logistics support for programs and events. If you love checklists, processes, and helping teams stay organized, this role is for you.

Key Responsibilities

Board & Governance Support

- Manage Board calendars, folders, and communications; maintain an organized archive of agendas, minutes, and financials.
- Schedule bimonthly Board meetings with Zoom links as needed; coordinate room/AV.
- Prepare and pre-fill draft agendas; route for Executive review and finalize packets.
- Record, draft, and distribute minutes following Executive review.
- Track follow-ups: Executive action items, finance deliverables, and board materials deadlines.
- Coordinate pre-Board financial review and circulate materials in advance.

Staff Communications and Culture

- Maintain Staff PTO calendar; process requests; ensure calendars reflect planned time off.
- Facilitate, collect and track staff Weekly Goals reporting.
- Schedule Monthly Team Meetings and document outcomes and action items.
- Send timely reminders for Board/staff; draft concise internal updates as needed.
- Manage staff birthday calendar and tokens (card + gift card) per budget and schedule.
- Coordinate staff retreats, outings and social events

Administrative Support

- Finance:
    - Ensure employee expense platform is current: monitor submissions, code expenses, resolve issues, coordinate receipts.
    - Prepare and deliver check deposits; maintain basic deposit logs; coordinate with finance lead.
    - Track Accounts Receivable and follow up on outstanding items.
    - Set up processing for invoices and contractor payments via accounts payable system.
    - Manage and Support a reloadable card platform for participant stipends.
- HR and Operations:
    - Manage update to the Operational Policies & Procedures ; assist with document retention and policy implementation checklists.
    - Help prepare simple documentation for audits, grant compliance, or vendor renewals as requested.
    - Support office onboarding process including office/space access, parking assignment, printer setup, and basic IT/office orientation.
    - Support offboarding process (e.g., transfer/cancel calendar events, access removal) in coordination with Operations.
    - Maintain hourly time logs for part-time or hourly staff in sync with payroll deadlines.
    - Provide printing and other administrative support for programs, as needed.

Purchasing, Vendors & Facilities

- Manage tax-exempt purchasing and maintain documentation/forms.
- Order business cards and small print runs and coordinate branded materials.
- Serve as primary contact for office vendors (e.g., printers, water service); reconcile monthly invoices and submit for processing.
- Submit service tickets for facilities issues and track to resolution.
- Coordinate meeting room bookings; manage staff requests and maintain an internal bookings log.
- Maintain inventories and keys for storage locations.

Calendar & Events

- Own master calendars for meetings, events, and shared spaces
- Arrange Zoom links, meeting rooms, AV, and hospitality, as needed.
- Help plan and support regular and special events including food & beverage orders (e.g., deli trays, snacks, beverages, ice); manage tax-exempt checkout; stage and staff registration table; assemble nametags and lanyards; coordinate guest exhibitors/hosts; update event spreadsheets and attendance lists.
- Maintain event supplies (plates, cups, coolers, beverages)

Office Management

- Serve as the primary point of contact for day-to-day office operations at both 710 Central and the LAMP Campus.
- Monitor and maintain office supplies, equipment, and shared spaces for cleanliness, readiness, and functionality.
- Coordinate with building management for repairs, maintenance, and access issues.
- Support room scheduling, signage, and hospitality for internal and external meetings.
- Ensure smooth setup and breakdown for events, meetings, and staff activities in shared spaces.
- Maintain keys, access permissions, parking tags, and building security protocols.

Required Qualifications

- 3+ years of professional experience in administrative coordination, office management, executive support, or similar role.
- Excellent organizational, calendar, and project-tracking skills; able to manage multiple deadlines with precision.
- Strong written communication skills; confident drafting minutes, agendas, and staff reminders.
- Proven proficiency with Google Workspace (Drive, Docs, Sheets, Calendar), Zoom, and Slack.
- Experience with expense/reporting or AP/AR systems (e.g., Expensify, BILL.com) and basic spreadsheet skills.
- Comfort coordinating events (room bookings, catering, nametags, registration) and handling light lifting (up to ~25 lbs).
- Discretion in handling sensitive information.

Preferred Qualifications

- Nonprofit experience with Board support and meeting governance.
- Familiarity with coworking/facility ticketing systems (e.g., Building Engines) and access control (e.g., Kisi).
- Experience with vendor purchasing under tax-exempt status and basic inventory management.

- Confidence and comfort using digital tools like Google Workspace, Slack, Asana, Bill, Expensify, Canva, etc.

Key Competencies

- **Detail Orientation:** Pristine records, zero missed deadlines for Board packets and payroll inputs.
- **Follow-Through:** Proactive reminders; closes loops without being asked.
- **Service Mindset:** Keeps staff, partners, and guests supported and informed.
- **Process Discipline:** Documents steps, improves checklists, and strengthens internal controls.
- **Problem Solving:** Calm under pressure; creative with building/equipment workarounds and event hiccups.

Tools You'll Use (typical)

Google Workspace; Slack; Zoom; Expensify; BILL.com; PEX; Hive Coworking booking portal; Building Engines (Property Management); Kisi; basic labeling/printing (Avery); VistaPrint; standard office equipment.

Compensation & Benefits

This is a part-time permanent position with an hourly wage commensurate with experience.

Equal Opportunity

KCDD is an equal opportunity employer committed to building a diverse team and an inclusive culture. We welcome applications from all backgrounds and identities.

To Apply

Please submit a resume and a brief note on your relevant experience and interest in the role to **kkeefe@kcdigitaldrive.org** with the subject line **"Office Coordinator – [Your Name]".**