



OFFICE COORDINATOR

SOAR offers culturally responsive, trauma-informed care and case management services to individuals across Dane County. Our mission is to promote individual and community healing by providing services that offer radically new perspectives, respect individual choice, and center the voice of lived experience. We are proud to assist individuals as they navigate complex systems, develop essential life skills, expand support networks, and build resilience.

SOAR is seeking a highly organized, detail-orientated, and proactive Office Coordinator to support daily administrative operations, facility management, and bi-weekly payroll data entry. This role is essential to ensuring smooth office operations while supporting leadership and program staff. This position works 32 hours per week.

The Office Coordinator will:

- Provide administrative support to the Executive Director, programs, and staff as needed
- Provide administrative support with recruitment, onboarding and offboarding
- Maintain client and employee files in compliance with HIPAA and contractual requirements
- Scan and upload medical files into compliance systems
- Oversee daily office operations
- Answer phone calls and emails; provide excellent customer service
- Welcome guests, vendors, and staff
- Manage incoming/outgoing mail and packages
- Maintain a clean, organized and secure office environment
- Conduct exterior property checks and report maintenance issues
- Order and manage office supplies
- Maintain office equipment, track/issue/collect IT assets
- Coordinate maintenance requests and vendor relationships
- Collect and enter bi-weekly payroll data into QuickBooks
- Track receipts, mileage, expense reports and credit card transactions
- Manage and pay monthly bills

The Office Coordinator Qualifications:

- 3+ years of administrative or office support experience
- Experience with QuickBooks (or similar payroll/accounting software)

- Proficiency in Google Workspace
- Strong communication and interpersonal skills
- Excellent organizational and time management skills
- High attention to detail and accuracy
- Ability to maintain strict confidentiality
- Valid driver's license, required insurance, and access to reliable transportation
- Ability to pass caregiver background check
- Experience in managing medical records is preferred
- High school diploma or GED is preferred

In exchange, the Office Coordinator will receive competitive compensation of \$22-24/hour based on experience.

SOAR offers health, dental, and vision insurance, disability insurance, life insurance, an employee assistance program, a 401(k) with a match up to 6%, and paid time off. Learn more about SOAR by visiting [SOAR • Supporting Opportunities for Advocacy & Resilience](#).

To apply, please send a cover letter and resume to opportunities@soarcms.org. We look forward to hearing from you!