

JOB DESCRIPTION

CFCI ADMINISTRATIVE TEAM MEMBER

The CFCI Administrative Team Shall Consist of the Director, Exceptional Children's Coordinator, Curriculum Coordinator, Human Resource Coordinator and the Business Operations Coordinator.

Team members will meet weekly to maintain open communication and to ensure timely completion of necessary reports and projects, including implementation of the CFCI Strategic Plan, oversight of construction and/or building projects and implementation of Board policies and directives.

The Administrative Team will

- Prepare meeting minutes; distribute by email to team members.
- Ensure copies of Admin Team's meeting minutes are sent monthly to Board's Executive Committee.
- Reassign administrative tasks as appropriate.
- Delineate, appropriately assign and document future administrative tasks.
- Ensure changes in job descriptions are brought before the Board for approval.
- Delegate appropriate tasks to front office staff.
- Recruit/incorporate community members into committee work to build outreach, support and expertise.
- Serve as first responders for emergency situations after hours.
- Create and maintain community partnerships (Fort Fisher Aquarium, UNCW, etc).
- Direct questions or concerns through proper channels or sources of information.