



# DR. MARTIN LUTHER KING, JR. COMMUNITY CENTER

20 Dr. Marcus Wheatland Blvd.  
Newport RI 02840  
P 401.846.4828  
[www.MLKCCenter.org](http://www.MLKCCenter.org)

## JOB DESCRIPTION

**JOB TITLE: Office Administrator**

**EMPLOYER: Martin Luther King Community Center**

**DEPARTMENT: Administration**

**REPORTS TO: Director of Finance and Operations**

**EFFECTIVE DATE: 10/15/2024**

### SUMMARY:

The Dr. Martin Luther King, Jr. Community Center in Newport, Rhode Island is seeking a full-time Office Administrator to start as soon as possible. This position offers paid-time off, health, dental, vision and life insurance, a 3% retirement match, and 75% subsidized childcare benefits.

The MLK Community Center is a central service provider for at-risk individuals, families, and seniors. An independent nonprofit, the MLK Community Center fights hunger, promotes health, educates young and school-aged children, supports families, and engages seniors. We nourish, educate and support Newport County residents to improve their economic, social, and physical well-being.

### DUTIES AND RESPONSIBILITIES:

- Performs new employee onboarding.
- Maintains administration of ADP Workforce Now platform.
- Ensures filing systems are maintained, including organizational files.
- Data entry for Bloomerang Fundraising Platform, including editing and printing thank you letters.
- Processes payroll.
- Point person for maintenance, mailing, supplies, equipment, invoices.
- Manages relationships with vendors and service providers ensuring that all items are invoiced, accurate and paid on time.
- Manages contract and price negotiations with office vendors and service providers.
- Monitors and maintains office supplies inventory.
- Processes bank deposits.
- Updates necessary registrations and contracts.
- Promotes and achieves a positive work environment.
- Works as part of the whole team at MLKCC.
- Performs any other duties as they pertain to the overall needs of the organization as required.

### SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.



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### QUALIFICATIONS:

- Associate's Degree (AA) or equivalent from a two-year college or technical school, or six months to one year related experience and/or training, or equivalent combination of education and experience.
- **Computer skills required:**
  - Payroll Systems;
  - Spreadsheet Software (Excel);
  - Word Processing Software (Word); and
  - Electronic Mail Software (Outlook).
- **Other skills required:**
  - Associate degree or higher preferred.
  - Ability to work both independently and as part of a team.
  - Capacity to juggle competing tasks and responsibilities.
  - Belief in the Center's mission, values, and guiding principles
  - Very meticulous.
  - Proficiency in Microsoft Office (Outlook, Word, Excel)-required.

### COMPETENCIES:

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

### SALARY RANGE:

This salary range for this position is \$49,000 - \$54,000.

Submit resume to [jobs@mlkccenter.org](mailto:jobs@mlkccenter.org)