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Center Coordinator

Year-round, part-time 20-25 hours per week. Pay starts at \$25/hr, contingent upon experience. Eligible for retirement benefits.

About the Organization:

The Brady Faith Center is a non-profit mission of the Diocese of Syracuse. It strives to serve as an 'Oasis of Peace, Hope, and Healing' in our community. Brady Faith Center provides life-giving programs focused on improving the spiritual, physical, and mental health of members of our community. Programs areas include pastoral care and spirituality, community-based outreaches, youth and family initiatives, youth and family programs, community gardens and an urban farm, and workshops and retreats. Brady Faith Center partners with the Brady Market to deliver mission-aligned programs.

Job Summary:

The Center Coordinator is an integral position that works closely with the Associate Director and other program staff to maintain efficient communication and support for staff, visitors, donors, and volunteers at the Brady Faith Center. This position will primarily focus on maintaining and organizing information for personnel, grants, and programs. Additionally, this role will support hiring, onboarding, and basic human resources functions; greet visitors and direct phone calls; and support outreach through newsletter and social media communications. As a Brady Faith Center employee, this person must value cultural diversity, inclusivity, teamwork and working alongside members of the community. This role requires a high level of integrity and willingness to work in an environment centered on kinship – "No Us and Them, just Us." We're looking for a person who is both relational and a problem-solver, who is task oriented, organized and can professionally give and receive communication.

Tasks include:

- Support onboarding and orientation of new staff and the Board of Directors.
- Support the Associate Director with basic HR and payroll functions.
- Support Board and staff meeting communications.
- Track and make weekly bank deposits.
- Update donor, participant, and volunteer databases in CharityProud and Excel.
- Write and send thanks-you for donors and volunteers.
- Systemize administrative functions including record keeping and reporting, supply ordering and tracking, vehicle upkeep and maintenance, and facility maintenance.
- Facilitate the updating or repair of equipment, software, and utilities.
- Maintain office and program supplies and replenish as needed.
- Support program staff to make reservations, order materials and supplies, and coordinate transportation.
- Maintain Center and office activity logs, files, and documents.
- Prepare materials, documents, reports, and correspondence in support of grant writing and reporting.

- Greet visitors, answer phone calls, and direct volunteers and visitors to the appropriate staff.
- Help problem-solve and find solutions for periodic maintenance needs at the Center.
- Participate in regular program planning meetings.

Required Qualifications

- Two or more years working as a secretary, office clerk or in an office management position.
- Proficient in excel and comfortable learning and using other computer programs.
- Excellent verbal and written communication skills.
- Highly organized and able to manage multiple priorities at once.
- Able to work independently and within a team environment.
- Comfortable working in a diverse environment with people from all walks of life.
- Able to legally drive in NYS, with a safe driving record.
- Must be willing to participate in the Diocese's Safe Child Training.

Preferred Qualifications

- Bachelor's degree
- Lived experience shared with the community we serve
- Experience with basic Human Resource policies and procedures
- Experience with grant applications and tracking
- Experience professionally communicating using a variety of communication methods, including email, social media, and newsletters.
- Conversational Spanish

Submit a letter of interest and resume to Jessi Lyons, jlyons@bradyfaith.org. The position will be open until filled.