**DALLAS LEADERSHIP FOUNDATION**

**Position Description Summary**

Title: Reentry Administrative Coordinator

Department: DLF Reentry

Location: Downtown, Dallas

Reports to: Reentry Director

**About the Dallas Leadership Foundation:** The Dallas Leadership Foundation is a Christian not-for-profit organization that develops local leaders to affect long-term change in underserved communities.

**Job Summary**:

Under the supervision of and working directly with the Reentry Director of Dallas Leadership Foundation, the Reentry Administrative Coordinator is the principal staff member responsible for providing administrative support to the DLF Reentry department. This position involves cultivating new and existing relationships, planning, effective communication both written and oral, as well as completing reports, handouts, and correspondence with collaborators, partners, and clients. Successful candidates for the position of Reentry Administrative Coordinator will be skilled in interpersonal relationships, follow proper protocols, administration and can work with a diverse constituency.

**Specific Duties and Responsibilities:**

1) Design and update Administrative forms
2) Manage email and phone communication with Reentry Volunteers
3) Update Faith-Based Dorm rules after Director approval
4) Update Faith-Based Dorm program schedule
5) Perform intake activities for Faith-Based Dorm

6) Manage Supplies and Supply request for all Reentry activities

7) Assist in the coordination of meetings and events

8) Input Data in DLF Database

9) Participate in all DLF events

10) All DLF female staff must be accompanied by one DLF male staff member at all times when on the unit (no exceptions)

11) All emails with TDCJ must be approved by the Reentry Director

12) All DLF female staff must be accompanied by one DLF male staff member when entering the Transitional home or picking up individuals.

**Qualifications:**

Successful candidates for the position of Reentry Administrative Coordinator are expected to possess the following qualities and attributes:

1. Ability to connect to and establish a working relationship with social workers.
2) Computer literate, able to navigate software programs, databases, and office equipment.
3) Strong verbal, writing, interpersonal, and analytical skills.
4) Highly motivated self-starter.
5) A teachable spirit and a willingness to learn new skills.
6) Able to organize, prioritize, and work well with others.
7) Must have reliable transportation and a valid driver’s license

8) Bachelor’s Degree required

In addition to outlined performance measures, every employee will be evaluated on their ability to perform in the following areas:

• Communication: convey information and instructions both orally and in writing

• Teamwork: participate in building consensus decision-making efforts

• Job Aptitude: perform assigned tasks

• Job Attitude: show motivation for the job

Required experience:

* Prison Ministry experience: 3 years