



All Staff Supports

- Maintain accurate timekeeping and allocation tracking.
- Complete assigned tasks with regular and timely communication to the appropriate coordinator or supervisor.
- Support the Coalition's strategic goals, outputs, and outcomes.
- Prepare and submit reports as requested.
- Participate in meetings and collaborate effectively across departments.
- Communicate supply, equipment, or operational needs to the appropriate coordinator or supervisor.
- Complete required trainings in a timely manner, demonstrate understanding of the content, apply learning in daily work, and take initiative in pursuing professional growth opportunities that strengthen knowledge, skills, and effectiveness in the role.
- Utilize organizational tools and systems effectively, including Microsoft Office, PowerDMS, and WebAuthor.
- Understand, follow, and contribute to the improvement of agency policies, procedures, and processes.
- Maintain knowledge of and promote ELC programs and services.
- Communicate website, communication, or content update needs appropriately.
- Contribute to special projects and organizational initiatives as assigned.
- Deliver excellent customer service in all interactions.
- Maintain records in accordance with agency retention requirements.