



**Opportunities Industrialization Center, Inc.**  
1231 N. Broad Street, 4<sup>th</sup> Floor, Philadelphia, PA 19122

## **Job Description: Admissions Administrative Coordinator**

---

OIC Philadelphia stands at the intersection of workforce development, social justice, and economic empowerment. Our mission is to bridge the gap between individuals and sustainable employment opportunities that offer competitive wages and pathways for career advancement. Established in 1964 by Reverend Dr. Leon Sullivan, OIC Philadelphia has played a pivotal role in training and linking over 50,000 individuals to meaningful employment opportunities.

### **Summary:**

This position is responsible for coordinating and supporting the recruitment and onboarding efforts for OIC Philadelphia. The Admissions Administrative Coordinator will be the supportive administrator and coordinator throughout the admissions process. Ensuring a welcoming and organized environment and helping manage the execution and implementation of recruiting strategies for connecting people to program services.

Reporting to the Director of Admissions, the primary responsibilities for this role at OIC Philadelphia include assisting prospective trainees throughout the admissions process, managing multiple administrative tasks, data collection/digital record keeping, and maintaining resourceful relationships with individuals and other relevant organizations supporting program enrollment goals.

### **Duties and Responsibilities:**

- Managing the Admissions Desk Reception area including greeting visitors, applicants, and stakeholders in a friendly and professional manner, and maintaining it clean, neat, and orderly.
- Maintain with confidentiality accurate and up-to-date records of applicant information and documents, including data entry and uploading documents into the database system.
- Ability to analyze and produce reports evaluating recruiting statistics, including outreach outcome reports and narratives on recruiting efforts.
- Communicate effectively with internal staff and external stakeholders, by:
  - Handling incoming calls and messages, directing and responding to them as necessary, and addressing inquiries regarding program training.
  - Supporting applicants throughout the admissions process, including aiding

---

**EQUAL OPPORTUNITY EMPLOYER (EEO):** Philadelphia OIC provides equal employment opportunities to all employees and applicants seeking employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.



with online inquiries, completing applications, organizing assessments, and scheduling interviews.

- Managing and coordinating with staff the Admissions appointment calendar to communicate tracking outreach, recruiting, and admissions process activities.
- Ability to communicate and present on the admissions process and program training for informational speaking engagements.
- Maintains and prepares up-to-date outreach material, incentive inventories, and Admissions supplies.
- Actively engages, provides support, and attends relevant community meetings, tabling events, job fairs, and community fairs as assigned to represent OIC Philadelphia.
- Assists in coordinating related special events for OIC Philadelphia including holiday events, annual donor/partner/volunteer appreciation, and program graduation activities.
- Be a point of contact to direct incoming mail and package deliveries.
- Other duties as assigned.

### **Required Skills:**

- The ideal candidate should possess a sociable and charismatic demeanor, demonstrating confidence in face-to-face interactions with individuals, partners, and members of the service community.
- Excellent verbal, written, and oral presentation communication skills.
- Ability to collaborate effectively within a team setting and to independently execute tasks.
- Knowledge and experience with social media platforms and websites, including familiarity with professional websites and resources.
- Demonstrated ability to maintain confidentiality with sensitive information.
- Demonstrate excellent organizational and time management skills, with high attention to detail.
- Ability to work effectively under pressure of deadlines.
- Ability to prepare and present oral and written reports on development and outreach activities, track and assess progress, and address program deficiencies as they occur.
- Ability to use problem-solving skills, and ability to multi-task.
- Demonstrate knowledge and competency of computer literacy in word processing, email communication, internet research and navigation, and familiarity with data spreadsheets.

---

**EQUAL OPPORTUNITY EMPLOYER (EEO):** Philadelphia OIC provides equal employment opportunities to all employees and applicants seeking employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.



### Required Education/Experience:

Associate degree or equivalent combination of education, training, and experience.  
3-5 years of relevant administrative experience with customer-facing roles for a nonprofit, social services, or other entity.  
Knowledge of family dynamics and demonstrated experience working with underserved urban populations.  
Ability to travel within the metropolitan area and nationally if required.  
Previous experience with recruitment and outreach.  
Knowledge of data collection systems, such as CMS or LMS, including Salesforce, is preferred.  
Knowledge of Philadelphia and community resources is a plus.

### Benefits

OIC Philadelphia is a mission-driven nonprofit, that provides both the values and a sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused; we will provide you with the opportunity for deep utilization of your set of talents.

### Work Conditions

This individual is expected to report to the office environment daily. This individual will work in a typical office and customer-facing environment when in the office. OIC Philadelphia may offer a hybrid work environment that allows for a flexible work schedule; however, this position requires a daily office presence for admissions services.

This role will also require the individual to attend and support OIC events or related outside meetings/events on behalf of the organization. These meetings/events may take place outside of regular business hours.

*Please note that OIC Philadelphia requires all employees to be fully vaccinated against Covid-19.*

### DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

---

**EQUAL OPPORTUNITY EMPLOYER (EEO):** Philadelphia OIC provides equal employment opportunities to all employees and applicants seeking employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.