

UPWARD TRANSITIONS OPERATIONS COORDINATOR JOB DESCRIPTION

Educational Requirements: High school diploma. Bachelor's Degree preferred.

Experience Required: Solid experience base in non-profit operations and administration including fundraising, programming, staffing, accounting, and board relations. Strong computer skills including Microsoft Office (Word, Excel, PowerPoint, Outlook, and QuickBooks) are necessary along with ability to prepare spreadsheets, mail merges, and presentation documents. General accounting skills are required.

Basic Functions: Coordinate operations of this not-for-profit 501(c)(3) organization that helps families and individual who are homeless or on the brink of homelessness obtain self-sufficiency. This position provides high-level, confidential administrative support for the organization's CEO and Program Directors with building maintenance, fund development, record keeping, donor relations, accounting tasks, fundraising events, client events, program support, and human resources. The OC reports directly to the CEO.

Job Duties, Responsibilities, and Requirements:

- Coordinate the administrative and operational business of Upward Transitions
- Manage maintenance of facility including client pantry and office equipment such as copiers, phones, and computer systems
- Order and maintain inventory of office supplies, equipment, and client pantry purchases and donations
- Perform accounting tasks such as coding invoices, preparing deposits, processing check requests, keeping records, collecting and entering information for financial reporting, and assisting with the annual audit
- Assist with fund development activities, including data entry, reporting, donor management, donor appreciation, and fundraising events
- Provide support to program staff by assisting with process flow, form development, service tracking information, and producing program management reports
- Collaborate with program directors to coordinate volunteer groups and interns
- Make recommendations to the CEO regarding policy and programs
- Assist in program assessment, evaluation, and research
- Coordinate the onboarding of new personnel
- Supervise and evaluate building maintenance staff
- Back-up front desk as needed by answering phones, greeting clients, opening referrals, and other duties as needed
- Maintain records of organizational activities including meeting minutes, financial transactions, and audit reports
- Assist in preparing for board meetings, staff meetings, site visits, and client events
- Maintain high level of confidentiality when handling sensitive and confidential agency, client, donor, and employee information and situations

- Other duties as required

Must have valid driver's license, reliable transportation, minimum legally-mandated auto insurance, and pass background check and pre-employment drug screening.

This position usually works in a typical office setting at Upward Transitions. There may be extended periods of sitting, standing and/or bending; listening, talking, and/or visual concentration; writing and/or computer use. Lifting should not normally exceed 50 pounds.

To apply, please email resume with cover letter, salary requirements, and three professional references to ppulliam@upwardtransitions.org. No phone calls please.