



## Job Description

**Job Title:** Operations Coordinator

**Department:** Operations

**Reports to:** C.O.O

**Supervisor Name:** Maddy Booth

**Supervises:** N/A

**Location:** 211 N 13th Street Ste. 303, Philadelphia, PA 19107; Additional locations as required

**Type of position:** Full-Time

**Employment Status:** Non-Exempt

**Hours:** 40 hours per week

**Benefits:** Eligible

### **JOB SUMMARY:**

The Operations Coordinator coordinates office activities and operations to secure efficiency and compliance to company policies while providing clerical and administrative support to meet organization needs. The position is a blend of operations, administration, human resources, and facilities and requires the ability to adapt to changing organizational priorities.

### **JOB FUNCTIONS:**

#### **Operations**

Ensure office administrative functions are coordinated to achieve a high level of productivity within the company.

- Organize and maintain accuracy of organization's policies, procedures, and virtual files on shared drive; implements process improvement projects
- Support Business Manager with maintaining accurate and thorough organization of credit card charges and receipts
- Organize and maintain inventory of office supplies for office, kitchen, and equipment
- Oversee office reception area; Direct and respond to general VCP emails and phone calls
- Schedule and take accurate notes during staff and Board of Directors meetings
- Support administrative and operational accounting services such as treasury management, payroll, accounts payable, and purchasing
- Coordinate calendar for Zoom and in-office appointments and meetings
- Facilitate office maintenance, organization, and custodial operations



## HR Support

Promote a culture of equitable practices, working closely with Human Resources consultant to implement and improve procedures surrounding personnel recruitment, hiring, on-boarding, and management.

- Draft, update, and maintain job descriptions in partnership with hiring manager and with HR consultant
- Support hiring managers by scheduling interviews and maintain accurate records of interviews and phone screens
- Maintain VCP presence online with available job and volunteer postings
- Maintain inventory of technology and place orders for new hire needs
- Coordinate staff training, on-going continuing education, and team-building activities
- Conduct new hire orientation paperwork and support staff training needs

## Requirements

- High school diploma or equivalent required, Associates degree preferred.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, SharePoint, and Outlook) and Zoom.
- Comfortable handling confidential information
- Exceptional Customer Service
- Strong interpersonal, written, and oral communication skills

## VACCINATION REQUIREMENT

- Proof of COVID-19 vaccination required (Religious and medical exemptions apply)