

<b>Title:</b>	<b>Operations Coordinator</b>
Department:	Administration
Status:	Non-Exempt
Reports to:	Operations Director or Operations Manager
Compensation:	<b>\$25.00 - \$26.44</b> per hour + Comprehensive benefits including Medical, dental, vision, life insurance; 401k after one year; vacation

## Background

St. Mary's Center, [www.stmaryscenter.org](http://www.stmaryscenter.org), is a community of hope, healing and justice. We provide nutrition, advocacy, counseling, shelter, and social support to seniors and preschoolers in the heart of Oakland. St. Mary's Center operates 41 units of transitional housing, a senior center, and preschool and is developing permanent supportive housing as part of a comprehensive, collaborative community development strategy along the San Pablo Avenue corridor. We are proud of an excellent multidisciplinary team delivering high-quality services to people with urgent needs. Charity Navigator awarded us a 4- star rating for fiscal management and integrity for six consecutive years, and St. Mary's Center is the California Association of Nonprofits 2021 District 9 Nonprofit of the Year.

## Position Summary

The Operations Coordinator will support the agency at a critical time of transition and growth. If you like wearing more than one hat, this is the job for you. The position includes, but is not limited to, supporting Operations and Facilities management, Accounting, Procurement and Information Technology.

The Operations Coordinator will bring a positive can-do attitude to a vital, thriving social service agency with a strong mission and executive team. The Operations Coordinator will report to the Operations Manager, and support the agency's Operations, Finance, Administration, IT, and Development teams through record keeping, purchasing, maintenance and repair tracking, and some IT support.

## Duties and Responsibilities include (but are not limited to)

### Human Resources (5%)

- Support HR department by cross-training in agency onboarding
- Properly file employee on-boarding paperwork in internal databases
- Support emergency operations trainings, evacuation and business continuity plans

### Facilities (40%)

- Support in-house janitorial/maintenance and security team, ensuring proper tools and equipment are stocked

- Coordinate with service team to ensure receipt and stocking of supplies at three transitional housing locations
- Coordinate with outside vendors including electrical, plumbing, locksmith, and other contractors, negotiating services and dispatching staff to sites as needed
- Maintain accurate and timely records of work orders and authorizations
- Maintain facility key tracking
- Support with annual safety drills and annual fire, safety, and compliance inspections
- Support emergency operations trainings, evacuation and business continuity plans

#### **Procurement (40%)**

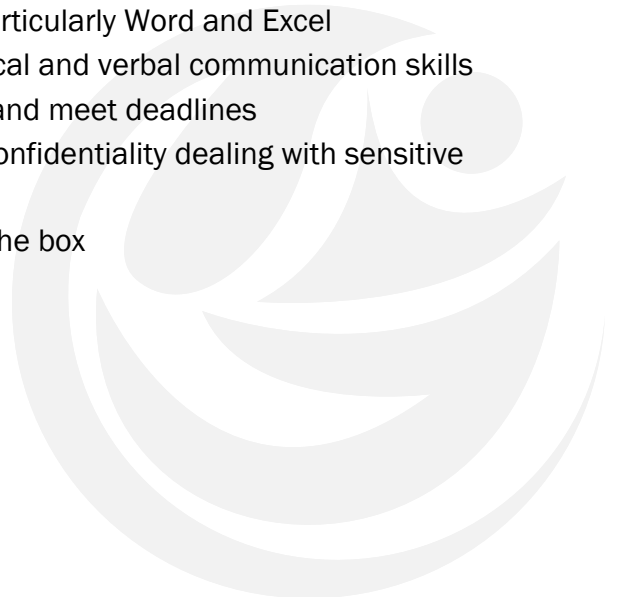
- Coordinate with Preschool, Program, and Administrative staff to maintain supplies and materials in a cost-efficient and reliable manner
- Work with team leaders, managers, and department heads to learn departmental needs and goals
- Product and service research
- Place, track, receive, and submit invoices
- Pursue local vendors that contribute to neighborhood economic development and resiliency; seek reliable sources and pipeline of vendors
- Maintain record of current vendors and agency accounts

#### **Communications and Information Technology (20%)**

- Support vendors for systems maintenance and upgrades including purchase, installation, and repairs
- Maintain records for hardware and software purchases and subscriptions
- Maintain employee logins and network access permissions
- First line of employee assistance with troubleshooting for network, printers, software

#### **Qualifications**

- Five years' experience with increasing responsibilities
- A proactive team player with a commitment to social justice
- Highly proficient with Microsoft Office Suite, particularly Word and Excel
- Excellent writing, editing, proofreading, analytical and verbal communication skills
- Ability to drive projects through to completion and meet deadlines
- Exceptional attention to detail, accuracy and confidentiality dealing with sensitive information in a regulated environment
- Self-motivated with an ability to think outside the box
- Bi-lingual in Spanish is a plus.



## St. Mary's Center's Team Expectations

Along with all employees, the Operations Coordinator is expected to:

- Foster an environment that promotes trust and cooperation among leadership and staff.
- Apply policies and procedures to ensure that the principles of St. Mary's Center are implemented.
- Maintain confidentiality in accordance with federal, state, and local regulations and inaccordance with professional codes of conduct.
- Be accountable for participation in decision making processes and understanding theoutcomes.
- Understand the mission, values, and principles of St. Mary's Center and applies them in  
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- work responsibilities.
- Occasional participation in evening and weekend events is expected.

## Physical Demands

- The physical demands described here are representative of those that must be met by anemployee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In general, while performing the duties of this job, the employee is expected to stand; walk; sit; reach with hands and arms; and talk or hear.
- Must be able to clearly communicate with others to understand them and to beunderstood.
- Must be able to read and compose documents so that their intent is easily understood.
- Must be able to make public presentations, speaking to groups of 10-500 individuals.
- Must be able to remain in stationary position 50%
- Must be able to occasionally lift and/or move up to 20 pounds.
- Must be able to effectively use a computer and telephone to conduct business.
- Must be able to operate office equipment: telephones, copy, scanner and fax machines.
- Must be able to communicate over a telephone and take notes.
- Must be able to attend in-person or web-based meetings, sitting, listening, taking notes.
- Must be able to prepare documents, research data on websites, and work on computer(with mouse or track-pad), operations up to 7 hours per day.

## St. Mary's Center is an Equal Employment Opportunity Employer.

St. Mary's Center is an equal opportunity employer and is committed to an active Equal Employment Opportunity Program (EEO). It is the stated policy of St. Mary's Center that all employees and applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age (over 40), sex, marital status, medical condition (cancer related) or physical handicap (includes all other medical condition).

**To apply:** Please send your resume to [HR@stmaryscenter.org](mailto:HR@stmaryscenter.org)