



## Operations Coordinator JOB ANNOUNCEMENT

TITLE	Operations Coordinator
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Operations Manager
LOCATION	Santa Ana, CA and Remote (Hybrid Schedule)

### Job Summary

We are seeking a professional and friendly person to serve as our Operations Coordinator! The ideal candidate takes initiative; collaborates well in a team environment; is able to multi-task and prioritize and is detail oriented. The primary role of the Operations Coordinator is to provide general administrative assistance, clerical support, and customer service across the following business areas: operations, office administration, facility management and executive/director-level support. This position requires skills in the areas of communication, problem-solving and organization. This is a forward-facing position with the requirement of interfacing with the public and representing the agency in a positive and professional manner.

### Education/Experience Requirements:

- High School diploma or equivalent required.
- Bachelor's degree in Business Administration, Nonprofit Management or similar field preferred.
- 2-3 years of office administration and/or customer service experience required.
- Nonprofit experience or career path a plus.
- Working knowledge of MS Windows/Office Suite
- Excellent verbal and written communication
- Strong time management and project management skills
- Ability to assess and prioritize
- Demonstrated ability to work with confidential information
- High degree of attention to detail and accuracy

**Compensation** Commensurate with experience, education, and market (\$20 - \$24 per hour)

### Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); company paid life insurance; company paid long term disability insurance; paid time off; company-wide holidays
- Part-time employees (29 hours per week or less): paid sick leave
- Hybrid Schedule offering a combination of 3 days on-site and 2 days remote from home



## Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

**Applications:** Please send cover letter and resume to [HR@charitableventuresoc.org](mailto:HR@charitableventuresoc.org).

*Charitable Ventures is committed to the principle of equal employment opportunity.*