Position: Temporary Operations Coordinator
Reports to: Operations Manager
Bargaining Unit: No
FLSA: Non - Exempt
Type: Full Time/Temporary
Assignment Length: 6 months

Position Summary:

The operations coordinator plays a direct and critical role in providing administrative and operational support to the day to day tasks of a medium sized non profit organization. They will work in several areas of administration, interfacing with staff and vendors to anticipate the operational needs and resolve problems. The office coordinator will have the ability to prioritize projects in a fast paced environment and provide progress updates.

Primary responsibilities will include:

- Support in overseeing daily operations of the office, and respond to urgent requests as they arise
- First point of contact with operational and facility needs; and/or issues and coordinate with owners, managers, and vendors to ensure issues are fixed immediately
- Schedule and coordinate with vendors, including billing/expenditures
- Maintain and monitor supply stock and inventory records, and place orders as needed
- Ensure the maintenance/cleanliness of buildings, and coordinate visits and ensure needed repairs are complete
- Maintain office organization: files, boxes, and staff workspace and equipment
- Arranging and assisting with the operational onboarding and offboarding of employees
- Maintain reporting and staff contact sheets, and or other staff records
- Create and maintain security of all basic and master keys and alarms
- Collaborate and support with IT tasks as needed
- Assisting with special projects and other duties as needed

Skills Required:

- Advanced computer skills and demonstrated experience with office software and email applications: Google suite, MS Office, Salesforce and any other operational systems.
- Demonstrated success in following through and completing projects
- Excellent organizational skills and attention to detail
- Strong verbal and written communication skills
● Ability to prioritize, multi-task, and assign work to others
● Ability to take initiative and ownership of projects
● Ability to routinely and independently exercise sound judgment in making decisions, especially when quickly evaluating emergency/urgent situations.
● Ability to research and troubleshoot independently as needed.

PHYSICAL REQUIREMENTS

● Constantly perform desk-based computer tasks.
● Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 10 pounds. This position requires periods of sitting, standing, walking, and lifting.

Qualifications
● At least two years of direct relevant experience working in an operations role
● BA / AA Degree preferred, but not required
● Fluency in Spanish, preferred, but not required;
● Prior non-profit or community-based organization experience preferred, but not required;
● Strong organization, and time management skills, and highly organized and able to work independently with minimal to moderate supervision;
● Willingness to work in the office on a regular basis, in accordance with public health guidelines;
● Must be well organized, efficient, highly motivated, able to handle multiple tasks at once, work well under pressure, and take initiative.
● Demonstrated ability to work cooperatively on projects with staff members and diverse community organizations.

Compensation:
This is a full time non-exempt position that is competitive and commensurate with experience ranging from $29.90 - $34.42. This is a full time non-exempt position.

Benefits and Perks:
We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long-term disability and life insurance.
● Medical coverage (Kaiser) will be provided at Centro Legal’s expense covering 100%, and 50% for dependents, spouses, and partners. Our alternative health plans with United Health Care at an additional premium cost.
Additional Benefits include: Health Care FSA, Dependent Care FSA, commuter benefits, pet insurance, and Employee Assistance Plan.

PTO: Vacation: 0-1 year 16 days per year, 1-2 year 18 days per year, Over 2 years 23 days per year, (1) paid wellness days per month, 12 sick days per year.

Office Closure: 12 holidays + Winter break is 8 work days, to include the period from December 24th through January 1st

COVID 19 Policy
Proof of completed Covid-19 vaccination to include both shots of a two-dose vaccination regimen, or one dose of a single-dose vaccine, will be required for all employees (except for reasonable accommodations due to medical and/or religious beliefs). All employees must provide HR with their vaccination QR Code by going to https://myvaccinerecord.cdph.ca.gov/.

To Apply
Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. To apply, send a brief cover letter, resume, and list of three professional references by email to jobs@centrolegal.org. Include “Temporary Operations Coordinator” in the subject line.

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza
Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California. For more information, visit our website: https://centrolegal.org/.

Diversity Statement
Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal de la Raza is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry,
citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDS status, or any other basis prohibited by law. Centro Legal also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.