



of Greater Houston

Inspiring all girls to be
strong, smart, and bold

Job Description Operations Coordinator Girls Inc. of Greater Houston

REPORTS TO: Executive Director

ORGANIZATION OVERVIEW: Girls Inc. inspires all girls to be strong, smart, and bold. Our comprehensive approach to whole-girl development equips girls to navigate gender, economic, and social barriers and grow up healthy, educated, and independent. These positive outcomes are achieved through three core elements: people - trained staff and volunteers who build lasting, mentoring relationships; environment - girls-only, physically and emotionally safe environments, where there is a sisterhood of support, high expectations, and mutual respect; and programming - research-based, hands-on and minds-on, age-appropriate, on a wide variety of topics meeting the needs of today's girls. Informed by girls and their families, we also advocate for legislation and policies to increase opportunities for all girls and address the systemic barriers that impede girls' success, particularly girls in low-income, high-need communities.

JOB OVERVIEW: The operations coordinator must have knowledge of Girls Inc.'s programs and missions and understand the internal workflow, processes, and paperwork necessary to make the office operations and procedures run smoothly for all members of the Girls Inc. staff as well as their various stakeholders. This position acts as the lead resource for administrative support for the Executive Director and assisting with all administrative needs. The Operations Coordinator has excellent communication skills, leadership abilities, strong organizational skills, the ability to anticipate and resolve problems, ability to work independently and as a team, have a pleasant, resourceful demeanor that gets along well with a wide variety of personalities.

AREAS OF RESPONSIBILITY: Office management and coordination responsibilities include, but are not limited to, answering phones, maintaining organizational lists, photocopying and creating binders or materials, faxing, coordinating meetings, mailing packages, ordering office supplies, maintaining the company's filing system, liaising with facility management for office maintenance, and more. She should have a good familiarity with common computer office applications (such as Microsoft Office Suite) and other common software (use of the internet, browsers, email and email scheduling tools) and basic office equipment (multi-line phone, copier, fax, postage machine, etc.)

TECHNICAL RESPONSIBILITIES:

- Act as onsite desktop support/liaison with office IT support
- Maintain records and information shared with board, staff, and other constituents.
- Maintain log on all company property (equipment, software, etc.)

ADMIN RESPONSIBILITIES:

- Assists the ED in preparing correspondence and communications, setting up meetings, organizing files and information, keeping policies current
- Insures information and files, and are organized in an orderly way so staff can easily access needed information
- Assist in the budgeting process for General and Administrative cost calculations
- Help organize/coordinate staff & Board events in and out of the office
- Manage contract and price negotiations with office vendors and service providers.
- Takes and maintains meeting minutes for the board and staff.

FINANCIAL & DEVELOPMENT RESPONSIBILITIES:

- Processes invoices and sends them to the bookkeeper on a regular and predetermined schedule, ensuring the ED signs checks and they are mailed in time to meet the vendor's terms. File and maintain all vendor information and payment records each calendar year.
- Processes deposits in donor database system, coding according to predetermined classification, then processing that information for the bookkeeper to enter in QuickBooks. File all deposits by date for each calendar year.
- Tracking, maintaining, and reporting expenses (receipts) for company credit cards and checking account.
- Assist Development Manager/Director and ED in communications to the donors including preparing gift acknowledgements in a timely and IRS compliant manner.
- Assist Development Director as needed for events. This might include helping with email communications and mailings, as well as securing and train volunteers to help with the event.
- Track incoming revenue and expenses and create reports for grants, events, campaigns, and board responsibilities.
- Assist Program Director as needed to track camp registration and program payments.

HR RESPONSIBILITIES

- Provide orientation to new staff and volunteers including presenting the employee Handbook and all office procedures, as well as obtaining all office equipment, keys, and paperwork necessary to do the job.
- Assist in ongoing onboarding for new hires
- Ensure employee departure checklist is completed for all departing staff.
- Create annual calendar of special dates (such as birthdays, holidays, and paydays)
- Uploading Mileage Sheets, Timesheets, and Reimbursement requests to shared google drive to accountant.
- Tracking staff's accrued vacation time and use of their Vacation/PTO.
- Monthly reports of staffs time allocation using their timesheets.
- Participate in public events to promote and raise awareness of Girls Inc. in the community
- Other duties as needed

QUALIFICATIONS

- Demonstrates commitment to the Mission, Vision, and Girls Inc. Girls' Bill of Rights (www.girlsinc-houston.org/aboutus.html)
- Strong organizational skills
- Ability to collaborate well with all Girls Inc. constituents, specifically with staff, board members, donors, girls and family members, and vendors.
- Experience in and appreciation for urban communities, diverse populations, cultures and economic experiences.
- Results-oriented problem solver
- Ability to communicate effectively in oral and written forms
- Detail-oriented, extensive documentation skills, organized and adaptable with a demonstrated ability to work in a fast-paced, multi-tasked environment
- Ability to self-start and work well in a team setting
- Must submit to a criminal background check
- Bilingual (Spanish/English) preferred

Education/Experience: B.A. or B.S. degree preferred or equivalent experience. 1 – 2 years office management experience. Experience working with sophisticated database systems and/or ability to learn quickly.

Start Date: Immediately

How to Apply: Interested candidates may submit a resume and cover letter with salary expectations by emailing ellen@girlsinc-houston.org. No phone calls, please.

GIRLS INC. IS AN EQUAL OPPORTUNITY EMPLOYER. Inspiring all girls to be strong, smart, and bold, Girls Incorporated of Greater Houston Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, pregnancy, citizenship, political beliefs, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.