



JOB DESCRIPTION

Title: Operations Coordinator
Salary Range: \$22.00 - \$28.00 per hour
Status: Hourly
Report to: Chief Finance Officer

Summary of Responsibilities:

This position requires knowledge of business operations, operation management, leadership skills, project management, grant management, and the ability to analyze and provide oversight. Significant skills in the areas of problem analysis and resolution, consensus building, group facilitation, strategic planning, and leadership are required.

A large part of our organizational duties pertains to outreach which consists of assisting families in the office and families in our communities. Therefore, participation in our outreach events is required of all employees. This not only helps our families but builds our efforts as a united team at the ELCIRMO (Early Learning Coalition of Indian River, Martin, and Okeechobee Counties).

This position is responsible for planning, coordinating, and managing daily agency operations to include but not limited to:

- Lease initiation and/or renewals for offices and equipment
 - Facilitate communications between the coalition and lessor.
 - Schedule site visits for maintenance and repairs as needed.
- Monitor compliance with granting agencies.
 - Coordinate with staff on all grant deadlines for the Division of Early Learning.
 - Ensure appropriate staff meet reporting deadlines for all grants.
 - Ensure grant applications are completed on time.
 - Look for new grant opportunities for the coalition.
- Coordinate updates and submit the following reports as appropriate:
 - Collaborative agreements
 - Annual Report
 - COOP

The duties and responsibilities listed above are intended primarily as illustrations of the various types of work that may be performed. The omission of specific statements of duties and/or responsibilities does not exclude them from the job if the work is similar, related, or a logical assignment to the job.

Essential Job Functions:

- Monitor compliance, to include, but not limited to, SR/VPK (School Readiness / Voluntary Pre-Kindergarten), local funder grant agreements, vendor contracts, and records requests.
- Monitor compliance and update as needed/required and submit the ELC's (Early Learning Coalition) Plan of service, policies and procedures relating to SR/VPK.

- Coordinate updates and submit, as appropriate, collaborative agreements, Coalition Annual Report, and the Coalition COOP (Continuity of Operations Plan).
- Monitor and update coalition website.
- Identify, define, and acquire philanthropic funding resources available to the organization.
- Implement and monitor progress toward short- and long-term strategies and goals for the development program.
- Work with organization staff to develop and update marketing, messaging, and communications, including setting and monitoring branding guidelines and creating mass communication pieces for distribution.
- Serve as a public representative of the organization, including cultivating relationships with community members, prospective volunteers, and supporters to build awareness of and commitment to ELCIRMO's mission.
- Maintain a close working relationship with the Chief Executive Officer, Board of Directors, and committees as it pertains to operations, marketing, funding, and events for the organization.
- Produce and review standard and requested reports.
- Research, assimilate and review documentation related to Coalition activities as needed.
- Assist in development and implementation of goals, policies, priorities, and procedures.
- Understand and apply activity to appropriate funding sources and Other Cost Accumulators (OCA's).
- Works with community partners inside and outside of the traditional childcare community to maintain a system that addresses the success of the "whole child."
- Provides the overall direction for delivery of activities that includes family-friendly process and environment, and parent involvement.
- Collaborates with senior staff to create and adhere to the ELC's annual budget.
- Helps to secure additional resources to maximize positive service system development and produce good outcomes for clients and the community.

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Essential Knowledge, Skills, and Abilities:

- Ability to establish and maintain effective working relationships with Coalition membership, staff, funders, and the general public.
- Demonstrated competence in leadership, management, and teamwork.
- Knowledge of Florida Statutes and procedures governing early learning programs
- Ability to monitor adherence to local, state, and federal rules, regulations, and policies.
- Ability to plan and conduct meetings and to speak effectively in public.
- Ability to organize information, materials, and ideas for effective program management, to analyze situations accurately, to problem-solve, and to make decisions.
- Ability to reach consensus on complex issues.
- Self-directed, motivated, and ability to effectively manage in a multi-task environment.
- Advanced computer skills, further knowledge of Microsoft Office suite encouraged.
- Knowledge of office procedures and equipment including the application of electronic data processing and working in a web-based environment
- Effectively communicate and present information and respond to questions from diverse audiences including managers, parents, providers, and the general public.
- Ability to express ideas effectively verbally and in writing, to write reports, and to compose correspondence.
- Attention to detail and a high degree of organization is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender, or disability.
- Ability to travel in a personal vehicle throughout the three counties.
- Ability to work a flexible work schedule, including evenings and weekends, if needed.

Qualifications:

- Associates Degree and a minimum of two years related experience. Previous work with the public in a social service setting is preferred. Bachelor’s Degree may be substituted for required experience. The education requirement may be waived for a candidate with five or more years of related experience.
- Must possess a valid Florida driver’s license with no record of criminal driving offense or license suspension.
- Must successfully complete a required background screening.

Essential Physical Skills:

- Ability to sit at a desk for extended periods of time while performing job functions.
- Ability to operate a keyboard, or similar data entry device for extended periods.
- Frequently required to use hands to finger, handle or feel and arms to reach for items.
- Ability to bend, kneel, and stoop for retrieving supplies or miscellaneous items.
- Must possess auditory, verbal, and visual capabilities to adequately communicate via phone and in person.
- Must be able to lift, push, pull and carry up to 15 pounds.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Environmental Conditions:

- Office environment with occasional increased noise levels
- Occasionally outdoors event

EOE/DFWP

Employee Signature & Date

CEO Signature & Date