Job Advertisement

Operations Coordinator

The Foundation for California Community Colleges is on a mission to double its impact in the next 10 years. We are a group of relentless optimists and innovators in education, working collaboratively with public and private partners to help improve the student experience and expand pathways to economic and social mobility in communities across California. We are seeking an Operations Coordinator to join the Foundation in its mission of benefitting, supporting, and enhancing the California Community Colleges—the largest and most diverse system of higher education in the nation.

WHAT YOU’LL DO

The Operations Coordinator is responsible for coordinating the administrative and logistical services of the Foundation. Working closely with the Operations Team, the Coordinator will be responsible for ensuring smooth day-to-day operations of the Foundation.

WHAT YOU BRING

- Under general direction, coordinates and administers the activities and operations of the administrative services function which includes: procurement, office equipment, vendor relations, administrative support and reception, parking, event planning, phone and mail services.
- Serves as first point of contact for visitors and guests of the Foundation and the Collaboration Hub.
- Procures office supplies, services, and capital equipment.
- Under general direction, coordinates special projects pertaining to both Hub and Foundation operations.
- Makes travel arrangements, assist with expense reports, and coordinate administrative assistance to various departments for organization sponsored events.
- Implements a smooth and efficient process to handle all aspects of onboarding.

IDEAL CANDIDATE QUALITIES

- High school diploma or GED required; AA/AS preferred
- One to three (1-3) + years of related experience
- Exemplary interpersonal skills, with the ability to represent the organization with professionalism and integrity and to develop, maintain, and promote strong internal and external relationships
- A resourceful style with good instincts about when to work independently and when to leverage support
- Ability to promote and maintain a collegial, collaborative team environment
- Ability to interrupt ongoing work to respond to inquiries and issues
- Ability to produce a variety of communication productions in a clear and concise style, adhering to the organization’s brand and style guide
• High proficiency with Microsoft Office Suite (specifically MS Word, Outlook, PowerPoint, and Excel)
• Passionate about providing students with stronger pathways to education and building a more just and equitable California overall
• A self-starter and quick learner who is highly motivated and outcome-oriented, always seeking innovative approaches to project execution
• A strategic and creative thinker who can problem-solve, working within and across teams to swiftly respond to needs identified across the California Community Colleges
• Practices ownership, takes accountability, and has the ability to project manage, prioritize tasks, and deliver quality products on time with limited supervision
• Ability to work on a fast-paced team and build and maintain collaborative working relationships with internal and external stakeholders

WHAT WE OFFER

You'll join a group of mission-driven, passionate, equity-minded individuals with a strong desire to impact and change lives for the better through education. As the official nonprofit auxiliary to the Chancellor's Office, we aim to ensure our team reflects the diversity of the California Community Colleges and the 2.1 million students, campuses, and communities it serves. Individuals are hired for their deep understanding of each population’s unique needs, and will join a collaborative environment where each team member plays an important role in helping Californians across all communities improve their social and economic mobility and build a better future for themselves and their families.

We operate from an office located in downtown Sacramento’s thriving R Street corridor. Our benefits include the CalPERS defined benefit retirement plan, generous medical, dental, and vision, tuition reimbursement, and more. We take a strategic and comprehensive approach to investing in our people, fostering an environment for employee growth and providing diverse opportunities for continued learning, professional development, and advancement.

To learn more about the position, read the full job description > Operations Coordinator, Operations

For immediate consideration, please submit a letter of interest and resume saved as Microsoft Word (.doc/.docx) or Adobe Acrobat PDF (.pdf) documents to jobs@foundationccc.org. Please include in the subject line: “Operations Coordinator”.