JOB DESCRIPTION
Operations Coordinator

Category: Full-time, Non-exempt
Supervisor: Operations Specialist
Last Updated: 12/13/2019

Join a highly creative, collaborative, and award-winning team working together to benefit, support, and enhance the California Community Colleges—the largest and most diverse system of higher education in the nation. Incorporated in 1998, the Foundation for California Community Colleges (Foundation) is the official nonprofit serving the California Community Colleges (CCC) Board of Governors and Chancellor’s Office.

The Foundation is the trusted partner of the California Community Colleges—facilitating collaboration, accelerating innovation, and increasing systemwide resources. Our work helps to benefit all 2.1 million California Community College students and beyond, with several programs active in regions across the nation.

Job Purpose
This position 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.

Essential Job Duties/Responsibilities

Operational

- 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.
- Coordinates conference room schedules and maintain conference room spaces between meetings, includes coordinating with IT for conference room technology needs.
- Serves as liaison between the Sacramento and remote offices to ensure effective and efficient delivery of administrative services.
- Contributes to the Operations Team by completing other projects and assignments as assigned.

Special Projects

- Under general direction, coordinates special projects pertaining to both Hub and Foundation operations.
• Ensures that the Collaboration Hub continues to operate in accordance with existing contracts implemented by the Chancellor’s Office.
• Serves as a liaison between the Operations and IT teams, and the Chancellor’s Office staff.
• Assists the senior Operations staff with project coordination and implementation.

Administrative
• 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.
• Maintains all Directories and provides updates to all appropriate staff.
• Coordinates the catering services by providing current recommendations based on allotted budget and delivery/nutritional requirements.
• Understands audio-visual equipment and suggests to meeting organizers what equipment they may need to present their agenda.

Level of Supervision
Receives moderate supervision and general direction as to goals and achievement of those goals. Evaluated based on the successful achievement of goals.

Education and Experience
• High school diploma or GED required; AA/AS preferred
• One to three (1-3) years of related experience

Knowledge, Skills, and Abilities

Professionalism
• 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
• Exemplary, responsive customer service skills
• Ability to work well, accurately, and with flexibility and optimism in stressful, high visibility situations
• Strong attention to detail, ensuring that all communications, deliverables, and projects are accurate, professional, and audience-appropriate

Planning and Organizing Skills
• Ability to interrupt ongoing work to respond to inquiries and issues
• Capacity to prioritize and accomplish multiple tasks simultaneously on time in a
• fast-paced environment
• Ability to efficiently manage time and keep appropriate personnel apprised of status
• Ability to schedule meetings with a wide range of internal and external constituents
• Ability to organize event details such as catering, location, invitee list, special guest, technology set-up, and promotional materials

Communications Skills
• Ability to produce a variety of communication productions in a clear and concise style, adhering to the organization’s brand and style guide

Technology Skills
• High proficiency with Microsoft Office Suite (specifically MS Word, Outlook, PowerPoint, and Excel)

Working Conditions and Travel
• Well-lighted, heated and air-conditioned indoor office setting with adequate ventilation.
• Minimal overnight travel (less than 10%) by land and air.

Physical Requirements
• Ability to work at a computer workstation for periods up to 4 hours at a time.
• Ability to sit for up to 3 hours without breaks at meetings.
• Ability to get along and work effectively with others.
• Regular, predictable attendance.
• Ability to walk and stand for up to 4 hours without breaks.
• Ability to lift and move a minimum of 40 pounds

To Apply:

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”. The application process will be open until the position is filled.

The Foundation for California Community Colleges provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, veteran status, disability or genetics. In addition to federal law requirements, The Foundation for California Community Colleges complies with applicable state and local laws governing nondiscrimination in employment.