



Operations Coordinator

Full time, Exempt

The Operations Coordinator is a dynamic and multi-tasking administrative professional responsible for providing comprehensive support to the Board of Directors of Project Pride SRQ and other key leadership staff when needed. The Operations Coordinator must be able to anticipate needs, think critically, and offer solutions to problems with an elevated level of professionalism and confidentiality.

The Operations Coordinator is responsible for the day-to-day administration of Project Pride SRQ:

Administration

- Respond to all inquiries about Project Pride. Refer communications to the appropriate Board or committee member as needed.
- Maintain all Board governance policies, articles, and by-laws.
- Administer the Board software for Board and staff.
- Monitor board member terms, attendance records and dashboard.
- Arrange for committee and board meetings including site location, board packets, and drafting agendas.
- Attend meetings and draft Board and related Committee minutes.
- Ensure all content for the Board is accurate and up to date.
- Work with the Board to support grant writing activities, funding, reports, and research.
- Manage organization materials, supplies, and equipment.

Communication

- Update all social media sites in a professional way.
- Research effective ways to communicate with the community.

Volunteers

- Work with Volunteers on special projects to help utilize their skills and service.
- Work with Board President to conduct background checks, as necessary.

Events

- Work with other staff and the Board to help plan, coordinate, and promote Center Events.
- Reach out to local businesses and individuals for donations.
- Coordinate and manage events as needed.

Abilities

- Ability to maintain confidentiality in all communications.
- Ability to work with a truly diverse community.
- Ability to work in a collaborative environment with volunteers, the Board, and community members.
- Ability to use Microsoft 365 including Word, Excel, PowerPoint, and Outlook and other web-based sites such as Facebook, Twitter, Instagram, newsletter software, and website infrastructures.
- Ability to work efficiently, be self-directed, multitask, prioritize, and work with minimal supervision.
- Ability to promote Project Pride in a positive way.
- Work with team on any other duties/activities as assigned.

EDUCATION, EXPERIENCE AND QUALIFICATIONS

- Experience working with the LGBTQ+ community.
- Associate degree from an accredited educational institution or equivalent required (bachelor's degree preferred).
- 3+ years of extensive experience supporting senior managers and/or board of directors. (Exp. In nonprofits preferred).
- Convincing evidence of administrative skills, including written and oral communication skills, professional decorum, and handling sensitive issues with confidentiality and tact.
- Excellent organizational skills, ability to handle multiple projects simultaneously and plan ahead.
- Friendly disposition with proven ability to maintain composure and flexibility in a rapidly changing environment.
- Proven proficiency in Office applications including Word, Excel, and Power Point; and expertise in databases and other software programs.
- Superior time management abilities required.
- Spanish speaking, a plus.

This is a full-time, exempt, salaried position with benefits. This position requires local support and is not eligible for long distance remote work.

COMPENSATION AND BENEFITS

Salary: \$40,000 to 45,000

Health Insurance stipend: \$600 a month

Vacation: 3 weeks a year after 90 days, can roll over each year to a maximum of 6 weeks.

Sick: 5 days a year, no rollover

Holidays: New Years Day, MLK, Memorial, Juneteenth, July 4th, Labor, Veterans, Thanksgiving (2), Christmas (2).

To apply, please submit a cover letter and resume to donna@ppsrq.org

EQUAL OPPORTUNITY AND NON-DISCRIMINATION STATEMENT

To provide equal employment and advancement opportunities to all individuals, employment decisions at Project Pride SRQ (PPSRQ) will be based on merit, qualifications, and abilities. PPSRQ does not discriminate in employment opportunities or practices based on race, ethnicity, marital status, veteran status, color, religion, sex, gender identity, national origin, age, disability, sexual orientation, or any other characteristic protected by law.