



Full-Time Operations Administrator

The West Side Community Organization (WSCO) seeks a highly motivated, detail oriented Operations Administrator. The Operations Administrator serves as the paid staff person responsible for ensuring all of WSCO internal operations are functioning efficiently and effectively. The preferred candidate will be a self starter, possess excellent communication skills, high attention to detail, and strong organizational skills. Comfortable working in a fast paced environment. WSCO is a 501c3 non profit organization, and the District Planning Council for the West Side Community. If you are passionate about the work of justice, and would like to support this dynamic organization, we are interested in talking with you.

Essential Duties and Responsibilities

Office Management

- Perform office duties such as ordering supplies, maintaining records, management systems and performing basic bookkeeping work and digital file organization.
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office; partner with the Executive Director to maintain office policies as necessary.
- Design and implement filing systems including grants and contracts; Ensure filing systems are maintained and current.
- With the WSCO team, contributes ideas for systems development and implementation that can strengthen the organization's operations.
- Triage resident inquiries and complaints; provide general support to visitors

Finance

- Track, reconcile, log and process WSCO invoices and expenditures.
- Responsible for payroll, tracking sick time & vacation time.
- Manage relationships with vendors, service providers and legal contracts, ensuring that all items are invoiced and paid on time.
- Manage contract and price negotiations with office vendors, service providers and office lease.
- Prepare invoices, reports, memos, letters, financial statements and other documents using Quickbooks, word processing, spreadsheet, database and/or presentation software.
- Manage City, State, and Government contract compliance.
- Manage input of donor data and ensure timely donor acknowledgements and other donor correspondence..

Technology & Data Management

- Responsible for acquisition of hardware and software.
- Supports IT needs of WSCO Team.
- Establish and monitor procedures for record keeping of wSCO's equipment lease program.
- Ensure security, integrity and confidentiality of all data.
- Knowledge of virtual meeting software, such as zoom, microsoft teams, mentimeter, electionbuddy, etc.

Board Support and Liaison

- Serves as the Executive Director's administrative liaison to WSCO's Board of Directors, maintaining discretion and confidentiality in relationships with all board members.
- Assists the Executive Director in preparing and distributing materials before meetings and manages board files, ensuring accuracy and timeliness.

Other

- Participate actively in the planning and execution of WSCO events.
- Room reservations, travel coordination, and event vendor details.
- Participates in appropriate professional development that ensures the continued ability to support the organization's internal and external commitment to equity.
- Maintain a positive work atmosphere by carrying oneself, and communicating in a manner that fosters good relationships with co-workers, and leadership. This would include but not be limited to such actions: resolution of conflicts in a professional manner; courteous treatment of staff, and stakeholders, and residents, respect of others' property and person, professional and appropriate communication to and about co-workers, supervisors, and subordinates.
- This job description is not all inclusive. It is intended to identify the essential duties of the position. Other duties, responsibilities, and tasks may be assigned.

REQUIREMENTS

- Office management or administrative assistance experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent time management skills, ability to prioritize, multi-task, think intuitively, with critical thinking skills
- Attention to detail and problem-solving skills
- Strong organizational and planning skills
- Strong computer and technology skills and competency
- Familiarity with Quickbooks and CRM software.
- Knowledge or interest in racial equity

Preferred Qualities

- Previous experience in office management
- West Side community member
- Ability to speak a 2nd language preferred, but not required.

Mindset & Personality

- We are looking for someone who takes initiative, anticipates needs, and gets things done consistently on time, a self-starter and self-manager.
- Responsive: We are committed to a high level of responsiveness within our organization and community.
- Positive attitude: Our ideal candidate has a can-do spirit, engages productively and respectfully with coworkers and community members, is a proactive problem-solver, and contributes to a positive and healthy shared work environment. Commitment to a team, and a model of shared power.
- Grace and poise under pressure: At WSCO, there are times when things get intense. We pride ourselves on being able to function at a high level even when things get busy by working together as a team and communicating effectively.
- Commitment: The West Side Community Organization (WSCO) powers the people of the West Side to work together to create a vibrant neighborhood for all.

COMPENSATION

Salary of \$43,000 per year. Medical benefits, holiday, vacation, and sick leave included.

APPLICATION INSTRUCTIONS

Send resume, cover letter, and references to Monica Bravo at Monica@wsco.org
Applications accepted until position filled.

The West Side Community Organization is an Equal Opportunity Employer. Applicants will receive consideration for employment regardless of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status, or status with regard to public assistance.