



Job Description – Operations Coordinator

The Operations Coordinator works across the organization to ensure all staff have administrative support to do their best work, to ensure the Executive Director can work purposefully, and to support the organization's financial functions. The Operations Coordinator should be able to anticipate and solve problems, be detail oriented, have strong organizational skills, have a collaborative work ethic, and be flexible, willing, and able to help where they are needed. The Operations Coordinator will have a significant impact on the degree to which members of our team work efficiently and help establish an environment that fosters an enjoyable experience for everyone at Equality Virginia.

Operations Coordinator Responsibilities Include:

- Manage basic administrative duties such as answering the phone, greeting visitors, filing, etc.
- Handle all bookkeeping duties, including: recording income and expenses, monitoring and reconciling bank accounts, paying bills, processing deposits, etc. and share financial reports with Executive Director.
- Serve as administrator to coordinate new accounts for various systems including email, Shared Drive, website, database, etc.
- Manage office needs including being the primary POC for vendors supplying IT, website, internet, occupancy, phones, office supplies, etc.
- Monitor the supporter database, ensure that new donations are properly tracked, supporter records are kept clean and deduplicated, and develop and run reports to report on supporter activities.
- Monitor organizational email addresses ensuring that incoming emails are directed to the appropriate individual and track follow ups where necessary.
- Serve as point of contact to facilitate changes in payroll, healthcare, retirement, etc.
- Ensure that necessary organizational paperwork is filed in a timely manner at the state and federal level.
- Monitor staff timesheets to ensure they are kept up to date.
- Track and submit payroll with payroll vendor.
- Work with auditors to execute annual audit.
- Oversee onboarding of new interns and volunteers.
- Help to promote an office culture that encourages excellence in performance and high morale.
- Monitor, implement, update, and review operational policies and procedures as needed.

Minimum Requirements:

- Proficiency with basic office technology and information systems, online communications, word processing, spreadsheets, and video conferencing.
- A commitment to diversity, equity, and inclusion and an understanding that these values are central to the overall protection of LGBTQ equality.
- A personal approach that values the individual and respects differences of race, ethnicity and national origin, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance, and able to work with diverse individuals within the organization and broader community.
- Willingness and availability to travel throughout Virginia, and work occasional evenings and/or weekends as necessary.



Essential Skills and Abilities:

- Ability to regularly and easily jump from task to task, prioritize, stay organized, and complete assignments under tough deadlines in a fast-paced environment.
- Extreme detail orientation to the point that you often notice things that other people miss.
- Ability to work independently and collaborate with others as part of a team.
- Willingness to take personal responsibility for the success of your work whether it requires managing behind the scenes processes, engaging with a team, or setting others up to execute effectively.
- Ability to jump in and help on any project and learn new things quickly.
- Ability to think proactively, anticipate problems, develop creative and effective solutions, and take initiative to confidently facilitate smooth operations for all staff.
- Strong interpersonal skills and the ability to represent the organization to the public as well as interface with all levels of staff, interns, and volunteers while maintaining tact and diplomacy.
- Ability to communicate quickly and effectively, verbally and written.
- Ability to travel around town for day-to-day errands as needed.

Desirable Experience, Skills, and Abilities:

- Experience working in a CRM database, especially one that is nonprofit centric (e.g. Raisers Edge, Bloomerang, Salsa, Every Action, etc.).
- Experience using accounting software (e.g. Quickbooks, Peachtree, etc.).
- Understanding of general finance and budgeting, including balance sheet and cash-flow management.
- Ability to speak and/or write in Spanish, Korean, Vietnamese, Tagalog, Arabic or other language spoken by a language minority in Virginia.
- Familiarity with working in a nonprofit environment.
- Valid Virginia Driver's license.

Benefits: We offer an excellent benefits package including: 100% medical, dental, and vision coverage, 401k plan with employer contribution, quarterly cell phone reimbursement, paid parking, generous paid time off and holidays, and a professional development stipend.

Salary: \$40,000-\$43,000

How to apply: Please submit your cover letter and resume to info@equalityvirginia.org, attention to Mx. Vee Lamneck. Note: "Application: Operations Coordinator" in the subject of the email. Submit in digital format only, PDF preferred. This position is open until filled and applications will be reviewed on a rolling basis. All applicants will be notified once the position has been filled.

Equality Virginia is an equal opportunity employer. We value a diverse workforce and an inclusive culture. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, citizenship, disability, and veteran status and commit to comply with all applicable equal opportunity and nondiscrimination laws and to refrain from unlawful discrimination.