



Central Operations Coordinator 2024 Job Description

Scope and Position Responsibilities

The Central Operations Coordinator supports the Senior VP of Central Services in all administrative, operational, and executive tasks, ensuring smooth operations across the central services department. The role involves high-level coordination, scheduling, event management, and the facilitation of day-to-day administrative tasks, supporting both strategic and operational objectives.

Department: Central Services

Supervisor: Senior VP of Central Services

Direct Reports: 0

Indirect Reports: 0

Major Areas of Responsibility

- Email Monitoring: Maintain timely and professional correspondence on behalf of the Senior VP of Central Services.
- Assist the Central Service Department in coordinating meeting times, locations, and relevant logistics. Provide weekly summaries of upcoming meetings and priorities.
- Meeting Preparation and Follow-Up: Prepare meeting briefs, set agendas, and ensure timely follow-up on action items.
- Manage the Senior VP's expense reports, ensuring accuracy and timely submission.
- Assist with event preparation, including room setup, invitations, and day-of logistics coordination.
- Oversee and coordinate the logistics of departmental meetings, events, and program activities. Ensure facilities, equipment, and supplies are prepared and functioning for all events and meetings.
- Assist with managing and updating the department's project timelines and program calendars, ensuring smooth execution of key initiatives.
- Input and track departmental data, supporting decision-making processes through accurate data reporting.
- Assist the Senior VP with streamlining and improving internal processes, ensuring that operations run smoothly and efficiently across the

department.

- Plan and coordinate logistics for internal and external events, including meetings, training sessions, and retreats.

Qualifications

- Bachelor's degree in Business Administration, Communications, or a related field preferred.
- 2-4 years of experience in administrative support, operations, or a combination of both.
- Experience working directly with executive-level staff is a plus.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills, with a professional and detail-oriented approach.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Proficiency in Google G Suite and data management platforms (such as Salesforce).
- Ability to handle sensitive and confidential information with discretion.
- Must provide a working laptop (PC preferred) and smartphone.
- Ability to work independently and in a team environment.

Hours, Compensation, and Benefits

Hours: 40 hours/week: Monday - Friday, 8 am - 5 pm; occasional other hours as scheduled by your supervisor for events.

2024 Salary/Wage: \$59,000 - \$70,800 Annually (Support Specialist II)

Performance Bonus: Up to 5% of salary

Vacation: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.

Employee

Date