



JUNIOR LEAGUE OF
OKLAHOMA CITY

Operations Coordinator

Contractor Title: Operations Coordinator	Reports To: President of the Board
Compensation: \$35,000 - \$45,000 annually	Classification (FLSA): Non-Exempt
Time Commitment: 40 hours per week	

Our Vision Statement

The Junior League of Oklahoma City will EMPOWER volunteers to IMPACT our community and ENRICH lives.

Position Overview

Junior League of Oklahoma City (JLOC) is a 501(c)(3) membership organization whose focus is on empowering women with the tools to participate in their local community and economy.

The Operations Coordinator position is dynamic, requiring an individual that adapts quickly to change, including annual Junior League of Oklahoma City (JLOC) leadership transitions. The Operations Coordinator must also respond efficiently to work and project plans, meet deadlines, and support the diverse needs of JLOC's members.

The Operations Coordinator provides administrative support and assistance to ensure smooth operations of the JLOC and works with general supervision exercising good judgment and initiative. This individual must maintain a healthy working relationship and cooperative attitude with JLOC members, other JLOC staff and contractors, and the public while accomplishing duties.

The Operations Coordinator is also responsible for the management of JLOC's Headquarters and will coordinate with the Administrative Vice-President and the President in the overall maintenance of Headquarters to ensure its continued functionality and security.

The Operations Coordinator also performs additional duties as may be assigned by the President or the board and required to support JLOC's operations.

Skill Set

A proficient combination of analytical, organizational, and communication skills is essential to supporting the JLOC. The Operations Coordinator must be prepared to handle clerical tasks and prioritizes correspondence with Board members, JLOC members, and registrations for events. To be successful in this role, the Operations Coordinator must be a well-organized, high-level problem solver with the ability to take initiative and anticipate the organizational needs of JLOC, especially as it concerns the maintenance of Headquarters and the needs of JLOC members related to same. Further, the Operations Coordinator must have outstanding written and verbal communication skills.

Duties List

- Track hours worked and submit hours to the President of the Board of Directors.
- Facilitate routine functions of the organization.
- Serve as contact for League members regarding membership and registration related inquiries, working with President and Membership Vice President towards best practices and continuity from year to year.
- Assist with accounting tasks and general record keeping as needed
- Assist with accounts payable and accounts receivable activities.
- Assist Membership VP with dues reminders, collection and reporting.
- Listen and respond to questions/concerns with care in a productive way.
- Assist in maintaining a detailed and accurate database for membership.
- Develop and provide membership reports as needed.
- Assist with new member application process.
- Work with Education and Development Vice-President as needed to set up forms, registrations and workflows as needed in the database management system to facilitate operations of the JLOC; work with members to ensure they are equipped to utilize the functionality effectively.
- Disseminate information to members and the general public by responding to inquiries by phone, email, mail, or in person about JLOC, our community projects, membership opportunities, and JLOC fundraisers.
- Open and close JLOC Headquarters daily.
- Order equipment and supplies as needed to maintain JLOC operations.
- Offer general administrative support to the membership and Board of Directors.
- Maintain files, oversee deliveries of JLOC-related materials, coordinate printing and mailings, etc.
- Answer phone calls into office.
- Attend Board meetings when requested by the Board.
- Open, sort, distribute, and file incoming and process outgoing mail, faxes and email.
- Help maintain calendar of JLOC meetings and coordination of Headquarters reservations.
- Distribute/sell JLOC items such as directories, tickets, t-shirts and marketing materials.
- Manage security and access to JLOC Headquarters.
- Coordinate the purchase and maintenance of office equipment as directed by the President.
- Oversee building maintenance vendors as directed by the President and/or the Board
- Maintain office technology as directed by the President.

- Assist with general building tidiness.

Travel Requirements

- Driving to and from events, when and if in person and not via zoom.
- Occasional lifting up to 25 lbs, bending, and kneeling.
- Prolonged standing, sitting, and walking.
- Valid Driver's License and Auto Insurance Coverage.

Educational and Experience Requirements

- Experience with Microsoft Office Programs including Outlook, Excel, and Word and PowerPoint required.
- QuickBooks preferred.
- Adobe Acrobat preferred.
- Database management software experience preferred.
- General office equipment including personal computer and multi-line phone system.
- High level of accuracy and detail required.
- Prior experience in property management preferred.
- Preference for candidates with a background in working with non-profits with knowledge of non-profit administrative and financial management.

This duties list is not intended to be all-inclusive. Operations Coordinator may perform other related duties to meet the ongoing needs of the JLOC.

Employee Signature

Date

Employee Printed Name