

Position Title: Operations Coordinator

Home ReSource seeks an Operations Coordinator who is an organized, personable, self-starter to support the administrative and operational systems of our growing non-profit business. Home ReSource collects and sells reusable building materials to reduce waste and build a vibrant and sustainable local economy.

Job Summary

The half-time Operations Coordinator position supports Home ReSource's administrative, operational and executive functions, working with the management team to ensure continuity and efficiency among operations and programs. Reports to the Executive Director. \$12,000 - \$14,000/yr for the half time position (\$24,000 – \$28,000 FTE) with benefits.

Job Duties

- Implement and improve administrative processes and systems in support of the organization's mission, including flow and tracking of information and supplies related to operations and programs.
- Support the management team members (Executive Director; Store, Deconstruction, Operations and Waste Reduction Program Managers) to do their jobs efficiently.
- Help maintain effective systems for managing key information and documents, including procedures for bids, tracking donations and donors, and organizational archives.
- Track and order office supplies and maintain up-to-date vendor accounts.
- Coordinate tasks and systems with other managers and director.

Preferred Knowledge, Skills and Abilities

2-3 yrs experience with non-profit, retail or construction administration or operations.

Money handling experience such as cashier experience, deposits or accounts payable.

Ability to work respectfully and communicate well with diverse staff and customers.

Ability to coordinate multiple tasks and processes concurrently and help develop systems to improve efficiency.

Personable, detail-oriented, self-starter committed to helping increase our mission impact in the community.

Ability to work effectively alone and as a team member.

Proficient in Microsoft office; ability to work with databases and websites a plus.

To Apply:

Send a cover letter, resume and names of 3 references to katie@homeresource.org. Position is open until filled. We will begin reviewing applications February 19th.