

Job Description: Operations Coordinator

Job Title: Operations Coordinator
Classification: Exempt – Class 3
Salary Range: \$52,000 - \$71,500
Work Hours: Flexible, but usually 9-5 Mon-Fri.
Location: Based in Augusta office three days a week, and home office two days a week
Travel: Statewide and limited out-of-state travel
Supervisor: Human Resources Director

MCEDV Mission

The Maine Coalition to End Domestic Violence advocates for the right of all people to live free from domestic abuse and all forms of violence.

Position Purpose and Overview

The Operations Coordinator supports MCEDV's Administrative Team to ensure timely and accurate processing of financial transactions and expense reporting. The Operations Coordinator also manages MCEDV's physical office space and day-to-day operations. MCEDV is committed to working toward a better appreciation of the spectrum of what safety means to survivors across communities, and allocate our time, resources, and advocacy efforts in a way that better positions us to help all survivors access what they need to attain safety and thrive. We have a solid foundation in social justice work and aspire to do better. The Operations Coordinator is a key member of the MCEDV team in this work, which is a commitment and journey requiring full staff engagement, implicating all aspects of our work.

Work Performed/Position Responsibilities

Accounts Payable and Contract Support:

The Operations Coordinator will be a member of the administrative team, working very closely with the Grants & Contracts and Finance Directors to ensure accurate and timely processing of invoices and expense reporting. The Operations Coordinator will provide appropriate redundancy of knowledge and skill to ensure sustainability of financial processes and procedures. This includes:

1. Coordinating monthly subrecipient invoicing and expense reporting.
2. Reviewing MCEDV & subrecipients' draw down reports for accuracy.
3. Assisting with bank transfers to subrecipients.

4. Coordinating and managing MCEDV and subrecipient grant match reports.
5. Ensuring timely submission of all monthly finance reports.
6. Working with the Finance Director to manage accounts receivable and payable related to all invoices and recurring monthly transactions.
7. Assisting the Finance Director in resolving any vendor billing and payment issues.
8. Assisting the Finance Director with bookkeeping tasks as needed.

Administrative and Office Management:

MCEDV staff members are responsible for their own paperwork and administrative functions regarding their primary work responsibilities, including preparing documents and reports and providing training to MCEDV members and external parties. The Operations Coordinator will ensure that necessary resources are available in the office to allow staff to be efficient and effective, and to ensure effective communication with external vendors. These responsibilities include:

1. Overseeing the maintenance of MCEDV office site, supplies, and equipment.
2. Overseeing physical safety and cleanliness of the office, including managing cleaning, recycling, and other services.
3. Maintaining master vendor database of contact and login information.
4. Maintaining vendor relationships, service agreements, and/or licenses for office equipment.
5. Negotiating contracts with conference sites regarding meeting spaces, lodging, meals, A/V tech, etc.
6. Collecting and disseminating officewide mail.
7. Providing staff onboarding support as it relates to office operations.

Special Projects:

The Operations Coordinator will engage in special projects and other duties to meet MCEDV's needs as directed by the Human Resources Director.

Qualifications and Skills:

We seek candidates who:

1. Have a Bachelor's or an Associate's degree in a related field as well as 5 years' experience and demonstrated competence in the areas covered by the job description.
2. Have expertise and experience working with QuickBooks Online and developing Excel spreadsheets.
3. Have comprehensive understanding of domestic abuse and violence through advocacy or personal experience and have completed MCEDV's Core Advocacy,

Intervention, Response, and Ethics Training prior to or within the first two years of employment with MCEDV.

4. The successful applicant for Operations Coordinator will:
 - a. Understand and be committed to issues of diversity and demonstrate the ability to work in a multicultural environment.
 - b. Research, analyze, and present information effectively.
 - c. Listen and respond effectively to membership concerns and needs.
 - d. Demonstrate ability to engage, inform, and support committees in accomplishing shared goals.
 - e. Communicate verbally in a clear and persuasive manner.
 - f. Possess excellent writing skills.

Additional Requirements:

1. The results of a thorough background check, including a Maine Bureau of Investigation Criminal History, Maine Bureau of Motor Vehicle Driver's Record, Maine Sex Offender Registry, and Federal Suspension & Debarment/Excluded Individuals or Parties, must not contain any disqualifying information. Background screening will be conducted in compliance with all governing laws.
2. Experience with a variety of software applications including but not limited to database programs, Microsoft Word, Excel, and Office 365 programs.
3. Excellent organizational skills and attention to detail.
4. Appropriate conflict resolution methods which lead to positive solutions.
5. Time management skills.
6. Ability to maintain and preserve confidentiality.
7. Ability to provide own transportation (fully insured vehicle), provide proof of and maintain a valid driver's license, and compliance with Maine law regarding vehicle insurance.
8. Ability to work cooperatively with a variety of people as well as independently with minimal supervision.
9. Ability to successfully manage prioritization of tasks related to multiple projects.
10. Willingness and ability to travel in-state and out-of-state as needed.

Physical Requirements and Working Conditions:

1. Must be able to manage a fast-paced office environment with the potential for stress.
2. Must be able to drive and be available for occasional travel to meetings.
3. Must be able to work a flexible schedule when required by work demands.
4. Must be able to do occasional lifting and transporting of materials.

MCEDV is committed to the principles of equity and inclusiveness and affirmatively seeks to create and maintain a diverse team with varied life experience to best accomplish our mission. MCEDV is an equal opportunity employer. We encourage people who are BIPOC (Black, Indigenous, People of Color), LGBTQ+, and/or have lived experience of immigration, domestic violence, disability, and poverty to apply.