

THE RESURRECTION PROJECT

Job Description



Position Title	Operations Coordinator
Supervisory Relationship	Human Resources and Office Manager
Work Location	1801 South Ashland
Organization General Description	After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$469 million in community investment.
General Job Description	Manage the daily operations of the organization's offices; serve as administrative support for the needs of all employees within the organization; work in tandem with the Director of Human Resources to foster and maintain a positive and efficient work environment.
Job Duties and Responsibilities	<ul style="list-style-type: none">• Respond to staff support requests for individual or operational needs within the office or in support of departmental programs or initiatives.• Manage all space needs across the organization, including the coordination, operation, and functionality of space.• Coordinate and manage organization-wide activities, issues, policies, or communications (ex: notifications to all staff on office events or gatherings, evacuation or safety-drill activities, announcements on office closures (e.g., weather-related), conducting refrigerator clean-outs, etc.). Work with the Executive Assistants in a support capacity for the same (ex: assisting with set-up and clean-up for staff meetings, catering food, etc.).• Receive and respond to staff requests for any administrative assistance (ex: ordering expedited packages or deliveries, scheduling the messenger service, providing additional keys, forwarding work order requests through the proper channels, coordinating inter-office exchanges, etc.).• Manage day-to-day activities of the office (ex: ensuring oversight of reception areas, presentation of public/client-facing areas, scheduling shredding removal, coordinating file storage operations, printing conference room calendars, restocking First Aid kits, etc.).• Travel as necessary to inspect satellite offices and review operations (ex: proper labor law posters; proper safety procedures, etc.).• Relieve the main office reception staff during daily lunch breaks, and coordinate and/or serve as coverage for any front desk staff absences.• Assist the Human Resources and Office Manager in administrative and onboarding activities as they relate to new employees (ex: posting job descriptions for new or vacant positions; prepping desk space and materials for new hires, etc.).• Evaluate all aspects of office functionality; recommend improvements to operations, and potential revisions to current policies and procedures. Research and generate additional policies and training as needed.• Oversee the daily handling and delivery of mail. Work with all departments and locations to ensure proper handling and distribution of mail. Assist various departments with sealing and stamping mail. Oversee the mail meter balance and reloading.• Manage, place, and/or approve office supply orders. Process invoices and track expenses and budgeting pertaining to office supply purchases.• Manage vendor relationships; review cost-effectiveness and pricing; review contracts for additional efficiencies, savings, or redundancies.• Process billing of select invoices.• Coordinate internship space needs, orientation, and supervisor support. Demonstrate leadership and mentoring skills in this capacity.

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- Assist in the creation and implementation of the Administrative department work plan and achieve annual departmental goals.
- Attend staff meetings and professional development trainings.
- Maintain required job skills and core professional competencies.
- Other duties as assigned.

Essential Knowledge and Skills

- Must be highly organized, detailed, and perform with authority and forethought.
- Must be efficient, thorough, communicative, and prompt when managing projects.
- Must be adept at problem-solving and multi-tasking.
- Must be able to work independently, and also be capable of leading a team.
- Must have the ability to prioritize and offer timely response.
- Must be able to take ownership of space, and implement changes and improvements as needed.
- Must be comfortable with communicating to, and occasionally in front of, the entire organization.
- Must demonstrate high ethical behavior and sound judgement.
- Must have strong interpersonal skills, and be able to work effectively with people of diverse social, faith, economic, and racial/ethnic backgrounds.
- Must have experience with Microsoft Office, Outlook, and internet.
- Bilingual in English and Spanish preferred.

Special Working Conditions and Demands

- Ability to drive and travel occasionally within city and suburbs, between office locations and within various neighborhoods.
- Ability to bend, lift, carry, move supplies and materials, and climb stairs in a physical, non-sedentary capacity.

Position

Full-Time, Exempt

Classification

Preparation Date

6/26/17

Statement of Equal Opportunity

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions

Please send resume and cover letter by email or mail. No phone calls please.

Contact

Email: trpjobs@resurrectionproject.org

Information

Mail: Human Resources, 1818 South Paulina, Chicago, IL 60608