



EAST LA COMMUNITY CORPORATION

OPERATIONS COORDINATOR Full-Time

Organizational Background: Four passionate Eastside activists who came together formed East LA Community Corporation (ELACC) in 1995. ELACC's mission is to advocate for economic and social justice in Boyle Heights and Unincorporated East Los Angeles by building affordable housing, grassroots leadership, and access to economic development opportunities for low and moderate-income families. Over the 25-year history of ELACC, we have leveraged over \$259 million in investments through community-driven real estate development, mobilized thousands of residents to change policies, served thousands of low-income residents with community wealth services, and we provide quality affordable homes for over 2,900 people.

About the Position: ELACC is looking for an office Operations Coordinator who can thrive in a fast paced environment and who can also provide assistance to the executive team, on an as needed basis. The Operations Coordinator ensures the smooth day-to-day operation of the office and its operational systems while proactively addressing issues before they arise. The person in this position provides support to staff and assist in organizing various events, and projects.

Duties and Responsibilities:

- Oversee and support all administrative responsibilities to ensure smooth operations.
- Maintain, update and enforce operation protocols and operations handbook
- Manage vendors, negotiate pricing, use sound judgement when making purchases, manage vendor contracts, research pricing, and serve as liaison.
- Manage corporate credit card reconciliation and allocate expenses by department for accounting.
- Work closely with IT to ensure all technology is working properly and all related matters are addressed promptly
- Oversee routine maintenance of server and workstations, inclusive of troubleshooting user systems and software issues
- Back up data server and run virus scans on all network computers as needed
- Manage office calendars and space bookings
- Manage office equipment and systems including maintaining detailed inventory of software and equipment.
- Keep all copier/printer/postage meter stations stocked and track/communicate monthly meter reads.
- Support with planning and executing events, such as All Staff meetings, celebrations, retreats, and other special projects.
- Assist in the integration of new employees providing necessary equipment and work space, and operations information.
- Ensure that office common areas are clean, stocked, and ready for meetings
- Be available and ready for unexpected daily needs of office and staff.
- Performs relevant duties as assigned by Supervisor

Qualifications:

- Minimum 3-year experience in office administration
- Excellent organizational and time management skills, must prioritize tasks and meet multiple deadlines.

- Highly resourceful, able to resolve issues calmly, and easily adaptable to changing demands
- Ability to multitask with attention to detail
- Proficient in Microsoft Office: Word, Excel, PowerPoint and Outlook
- Strong interpersonal, and customer service skills
- Competent in handling confidential information
- Excellent communication and people skills
- Ability to work independently, and as a team
- Flexibility to work outside of normal business hours, and on weekends.
- Genuine interest in the work of ELACC

Compensation: This is a full-time non-exempt position with a competitive salary and benefits package that includes health, dental, retirement, and life and disability insurance.

ELACC is an Equal Opportunity Employer

Email cover letter and resume to: jobopportunities@elacc.org

Position open until filled

www.elacc.org