

## POSITION DESCRIPTION

### Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

### Compensation

Starting at \$18 based on experience

### Benefits

- ✓ Health insurance - High deductible option paid 100% for employee only plus \$100 monthly HSA contributions = \$7,429.68/year
- ✓ Short- & long-term disability –Habitat paid
- ✓ Life insurance 1x salary paid by Habitat
- ✓ Voluntary dental, vision, supplemental life, EAP
- ✓ Retirement plan with match up to 5% after 1 year of service
- ✓ Paid holidays - 12 per year
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Happy Hour onsite
- ✓ Snacks & Coffee Bar
- ✓ Wellness initiatives
- ✓ Public Service Loan Forgiveness Eligible Employer

### Classification

Nonexempt

### Reports to

Chief Operating Officer

### Summary/Objective

The Operations Coordinator supports the executive members of the Operations team in executing the functions of the department and acts in an office management role to ensure organizational efficiency. The Operations Coordinator manages administrative tasks for the Chief Operating Officer (COO) and the operations department. They will maintain the schedule of the COO and coordinate scheduling for the organization. This role will assist to keep special projects moving forward and ensure timely follow up and meeting readiness.

### Essential Functions

1. Support the COO and Vice President of Operations with administrative responsibilities.
2. Oversee office management, monitor, and respond to organizational emails, calls, and voicemails.
3. Manage office supply inventory and staff request and place orders as necessary.
4. Work with the Procurement and Facilities Manager to ensure the facilities are in good working order.
5. Act as the liaison with the cleaning company to ensure the facility's cleanliness and readiness for events and meetings.
6. Manage meetings for the COO, Vice President of Operations, and the organization, including scheduling, sending reminders, including organizing catering when necessary.
7. Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the COO's behalf.
8. Manage regularly scheduled internal and external organizational reporting.
9. Create management level reports, presentations and training documents.
10. Assists the COO and VP of Operations with project follow up and tracking.

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11. Assist with maintaining proper insurance coverage including, gathering information for insurance renewal, adding and removing properties from insurance, and dissemination of Certificate of Insurance.
12. Oversee renewal of organizational compliance documents, certificates, permits.
13. Maintain organization calendars and support internal organizational communication.
14. Complete administrative duties such as filing, typing, copying, binding, scanning etc.
15. Assist other department staff members as directed by the COO.

### Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to solve problems and make decisions independently in a creative and effective manner
3. Proficient in Microsoft Office Suite
4. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
5. Maintain confidentiality of sensitive information
6. Ability to take initiative, prioritize work, meet deadlines & be highly organized and flexible
7. Ability to work on multiple projects at once in a fast-paced environment
8. Excellent written and verbal communication
9. Excellent analytical skills
10. Strong attention to detail
11. Superior customer service skills
12. Project management skills

### Supervisory Responsibility

This position has no supervisory responsibility.]

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, reach with hands/arms, listen, and communicate. The employee must be capable of lifting and/or moving up to 15 pounds on a necessary basis and will occasionally be required to stand and walk for extended periods of time consistent with a typical office environment.

### Position Type/Expected Hours of Work

This is a full-time, hourly position and the office hours of operation are Monday through Friday, 9 a.m. to 5 p.m. Some early mornings, evenings and weekends may be required.

### Travel

Travel, if any, is primarily local during business hours and mileage is reimbursed.



# Operations Coordinator

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### Required Education and Experience

High School diploma or equivalent

Must obtain and maintain annually Anti-Money Laundering certificate within first 90 days: training provided by Habitat

### Preferred Education and Experience

Project Management

Office Management

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### Office Location:

4116 Silver Star Rd. Orlando, FL 32808

### To Apply:

Please send resume and cover letter to [employment@habitorlandoosceola.org](mailto:employment@habitorlandoosceola.org)

All resumes will be reviewed upon receipt.

*Habitat for Humanity Greater Orlando & Osceola County, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*

6/9/2022

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### Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

#### Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

#### Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

#### Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

#### Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

#### Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.