

Friends of the Oak Park Conservatory

Operations Coordinator Part-time Job Posting

POSITION TITLE: Operations Coordinator

REPORTS TO: Executive Director

CLASSIFICATION: Part Time, Non-Exempt

HOURS: 850 hours/year, average of 17 to 18 hours/week

SCHEDULE: Three to four days a week in the office (located at the Oak Park Conservatory, 615 Garfield) with some flexibility in scheduled times

COMPENSATION: \$15/hour or commensurate with experience

OBJECTIVE: The Operations Coordinator is responsible for providing technical expertise and administrative support, including management of the organization's database, needed to implement the organization's programs, events, and activities. The Operations Coordinator works in concert with part-time staff, Board members, and other volunteers.

QUALIFICATIONS:

The ideal candidate will be skilled in the use of:

- Donor databases (such as Giftworks or Salesforce)
- Google applications
- Excel, Word, Powerpoint
- Constant Contact
- WordPress/website administration tools
- Other technology/software as needed

The ideal candidate will also be someone who is:

- Flexible and inquisitive
- A listener and problem solver who can work independently or collaboratively
- Able to handle confidential information and financial deposits/reconciliation
- Comfortable working with volunteers
- Organized and able to juggle tasks
- An effective communicator

JOB RESPONSIBILITIES: The following description includes key responsibilities but other duties are assigned as needed.

1. **Database:** The Operations Coordinator enables the organization to maintain and build relationships with its supporters by utilizing and leveraging the organization's database, including:
 - a. Inputs member, donor, volunteer and visitor data (such as dues, donations, volunteer application and contact data).
 - b. Produces letters, emails, labels, lists, reports and other output (such as renewal reminders, deposit reports, thank you letters, and membership cards).
 - c. Constructs database queries and reports, and develops data entry conventions and other database procedures, based on analysis of organization's needs and database capabilities.
 - d. Develops and documents database procedures to enable volunteers to carry out certain database activities.

2. **Technology:** The Operations Coordinator utilizes a range of technology/software, learns new software, or consults with technical experts as needed to enable the organization to achieve its goals more efficiently and effectively. Duties include:
 - a. Manages Constant Contact accounts or other web-based software as needed to enable mass emails and reconcile information with database.
 - b. Formats and manipulates content, including text, data and images, in Google applications, Excel, Word, Powerpoint or other applications.
 - c. Uses WordPress or website administration tools to maintain or improve the website.
 - d. Troubleshoot technical issues that arise with software, computers, website or onsite printer/copier, consulting with technical support as needed.

3. **Project Management:** The Operations Coordinator gathers requirements from staff and volunteers to achieve desired results in a timely way, including:
 - a. Plans and executes mailings, including producing mailing labels or lists and letters or other content, and coordinating with volunteers or vendors.
 - b. Works with staff or committees as assigned on special projects.

4. **Administrative:** The Operations Coordinator handles a variety of administrative tasks that arise in a small office, including:
 - a. Processes memberships and responds to inquiries.
 - b. Provides support for event logistics.
 - c. Processes/reconciles deposits and invoices.
 - d. Handles filing, copying and other clerical tasks as needed
 - e. Tracks and re-orders supplies.
 - f. Replies to phone and email inquiries.

FOPCON is a 501(c)(3) nonprofit located at the Oak Park Conservatory, 615 Garfield, Oak Park, IL

For more information about FOPCON, visit www.fopcon.org