



OPERATIONS COORDINATOR JOB DESCRIPTION

Classification: Full Time Hourly (*40 hours per week*)

Office Schedule: In Person; Flexible Hours

Salary Range: \$45,000-\$55,000 (*commensurate with experience*)

Reports to: Administrative Director

Date Written: July 2023

Job Summary and Key Objectives:

The Operations Coordinator is responsible for the administrative, operations, and office functions that support the advancement of the Junior League of Washington (JLW).

Key Responsibilities and Tasks:

Finance (25%)

- Facilitate bank deposits with the Administrative Director as required.
- Enter counter deposits into the financial management system and save the documents to the network files.
- Facilitate member payments and approved refunds by phone.
- Facilitate vendor payments and member refunds through Bill.com or ACH.
- Upload committee financial reports into the Digital Cheetah Finance and JLW Leadership Group Shares each month.
- Manage DocuSign for all JLW contracts including uploading contracts, ensuring signatures are completed within 48 hours, and forwarding to identified emails.
- Maintain a comprehensive database of all contracts by year and committee/council.
- Maintain an office records system to include organizational expenses, sales tax for merchandise, W-9 forms, DC tax exempt certificate, Charitable Solicitation License, Biennial Reports, IRS 501(c)3 documentation and any other applicable business licenses. Update the licenses and file annual reports when required. Keep a list of licenses and the expiration dates as a reference.
- Reconcile the facilities management company's (Longford) general ledger for the monthly financial close.

Administrative (40%)

- Answer phone and direct calls to appropriate staff or leadership members.
- Reply to all emails received at office@jlw.org or direct to appropriate JLW leadership or staff.
- Greet members and visitors to the office.
- Support the Development and Communications Associate by facilitating the merging and printing of donor correspondence.
- Support the Manager of Communications and Membership by printing and mailing dues invoices.
- Create and refine office policies and procedures to reflect workflow and any enhanced efficiency.
- Manage incoming and outgoing correspondence, including emails, faxes, mail, and Stamps.com shipping.
- Provide direct support for the JLW Secretary and the Home & Heritage Council.

Facilities Management (25%)

- Submit work orders approved by the Loughborough House Chair and JLW Secretary to the facilities management company (Longford).
- Coordinate the purchase and maintenance of office equipment with approved vendors as directed by the JLW Secretary.
- Maintain office technology as directed by the JLW Secretary.
- Manage security and access to the Loughborough House (JLW Headquarters), providing pins to approved volunteers and leadership by July of each fiscal year.
- Monitor and order inventory for office supplies, beverages, and other facility-related items — and correspond with vendors.

The Junior League of Washington is an organization of women whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.

- Conduct a daily building walk through to ensure general building tidiness including but not limited to emptying dishwashers after meetings and refilling the beverage fridge, checking for any needed maintenance or repairs.
- Manage the Loughborough Room Reservation calendar process for Councils and Committees with the JLW Secretary's approval.

Other (10%)

- Provide back up support for the JLW Communications and Membership Manager as needed.
- Other support tasks for the JLW, as identified and prioritized with the Administrative Director.

Physical Requirements:

- Sitting, standing, and stooping.
- Ability to climb stairs.
- Ability to lift and carry up to 25 lbs. short distances, up and down stairs.

Qualifications:

- Bachelor's degree.
- Experience in office administration. Experience working in an office and/or non-profit environment is considered a plus.
- Familiarity with computer-based applications including, but not limited to, Word, Excel, member database/management systems.

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.

EEO Statement:

Junior League of Washington does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Application Process:

To apply, please email your cover letter and resume to president-elect@jlw.org with "Operations Coordinator" in the subject line. The deadline to apply is August 15, 2023 and submissions will be reviewed on a rolling basis. No calls or drop-ins please.