



Job Opening: Operations Coordinator

Background

AnewAmerica is a non-profit 501(c)(3) that provides training, business incubation and technical assistance to targeted communities for economic and social empowerment through a focus on entrepreneurship, asset building, social responsibility and civic engagement. We work with traditionally challenged communities, which include new Americans (new citizens, refugees and immigrants), women, minorities and low to moderate income households, to empower them to make their American dream a reality while contributing to the economic growth and social capital of their communities.

Position Summary

The Operations Coordinator supports the administrative functions of the organization. The position also supports the administrative needs of the CEO and Director of Finance. The coordinator also is responsible for the book keeping functions for the organization. In addition, the Coordinator supports the administrative needs of the Director of Finance in the preparation, tracking, record keeping as it relates to the support of the financial management function of the Women's Business Centers. The position is located at our Headquarters in Downtown Oakland.

Qualifications

- High School diploma or equivalent. BA Degree highly desired.
- Strong time management and organizational skills.
- 1- 2 years experience working in an office environment in a similar role.
- Excellent writing and verbal communication skills.
- Bilingual (Spanish/English). (Highly Desirable)
- Excellent interpersonal skills and good head for business and team work environment.
- Ability to work with diverse populations in a manner that gains trust.
- Strong analytical, math and financial skills.
- Passion for economic and social empowerment for microenterprises and small business owners.
- Computer literacy is required, being adept using PCs with a Microsoft Office Suite (especially Excel), Adobe products, and internet research.
- Ability to work on projects with minimal supervision.
- Social media knowledge and skills are highly desirable.
- Open to learning and development.

Key Responsibilities

- Strong interpersonal skills, and the ability to work with and support diverse individuals and senior management.
- Strong attention to detail and ability to accurately record information.
- The ability to interact with diverse stakeholders such as clients, internal staff, funders, government agencies and other stakeholders.
- Maintain and retain detailed records of various organization documents.
- Responsible for first line HR duties such as payroll processing, time reporting and other duties. This includes staff of the Women's Business Centers.
- Responsible for supply management for all offices of the organization.
- Responsible for records management as it pertains to grants, contracts and personnel.
- Execute other duties as assigned by CEO and/or Director of Finance.
- Administrative support of the Director of Finance as it relates to billing, tracking of receipts, data entry in support of the financial management of the Women's Business Centers.
- Social media postings as assigned for AnewAmerica and for the Women's Business Centers.
- Maintenance and record keeping of financial reports for the Women's Business Centers in support of the Director of Finance.
- Assist and support the organization and Director of Finance with other data entry and financial recording keeping functions.

Salary and Benefits

Salary depends upon experience. AnewAmerica offers both Health and Dental insurance benefits to full-time employees after 90 days of employment.

TO APPLY

Please read the full job description, and apply by sending a signed cover letter, resume, and references to jobs@anewamerica.org. Please use "Operations Coordinator Opportunity" in the subject line. Applications will be accepted until position is filled. **This is a non-exempt position.**

AnewAmerica is proud to be an equal opportunity employer and considers all qualified applicants without regard to race, gender, disability, veteran status or other protected category.