

JOB POSTING – OPERATIONS COORDINATOR

Opportunity – Operations Coordinator

The mission of the Operations Coordinator is to collaborate with the Vice President of Talent & Facilities to deliver solutions to support our staff, residents, and volunteers. This role is instrumental in elevating the professionalism and support of our ministry to ensure the best outcomes for our residents and organization. The cornerstone of the position will be to support the day-to-day activities of Hillcrest in moving our neighbors from homelessness to self-sufficiency.

The perfect candidate for this position will be committed to service and embody the organization's mission. They will be a passionate advocate for our organization, our residents, and those in need of our services. They will be comfortable navigating nonprofit operations that include everything from facilities, accounting, to volunteer management. The candidate will be ready to work in a fast paced, diverse, and collaborative work environment. This person must be trustworthy, confident, and comfortable making important decisions daily. Being ready on day one with a heart of service is critical.

Essential Duties of the Operations Coordinator

- Serve as administrative support to the Vice President of Talent & Facilities and other members of the Hillcrest Leadership Team.
- Serve as the coordinator of special projects for retail, programs, and development departments.
- Serve as first point of contact for team member talent management and recruitment.
- Serve in a support role for the Volunteer Coordinator, assisting with the recruitment, organizing, and facilitating volunteers across the organization.
- Serve as a representative of Hillcrest at community events.
- Serve as the coordinator of community listening events and prayer committees.
- Serve as the central point of contact for facility management of the organization.
 - Including, but not limited to: safe and efficient operation of facilities, equipment, connectivity, security, janitorial, electrical, plumbing, refrigeration, heating, air-conditioning and waste management; conducts facility inspections to ensure equipment and facility are operational; identifies opportunities for improvements to reduce waste, schedules and oversee repairs, and manages contractors to ensure compliance.

Qualifications

- Bachelor's degree in nonprofit, business management, facilities management, or related field preferred.
- Excellent verbal and written communication skills.
- Excellent organizational and leadership skills.
- Good analytical/critical thinking.

- A valid driver's license and ability to travel within the Kansas City Metro area is required.
- Flexible, creative, and able to work in a non-structured developing work environment.
- Familiarity with Windows, Office, Google Drive, Gmail, Facebook, Instagram, Twitter, QuickBooks, DonorPerfect, Constant Contact, Canva, and Wordpress.

Additional Details

The Operations Coordinator is a new, critical support position at Hillcrest. This is a full-time position that will require frequent travel throughout the Kansas City metro area. Candidates must be willing to work a flexible schedule that will, on occasion, include nights and weekends to accommodate operational needs. Our standard office hours are 9am - 5pm, Monday - Friday.

Salary range for this position is \$36,000 - \$45,000 based on experience.

Hillcrest Ministries of MidAmerica, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.