



POSITION: Operations Coordinator

REPORTS TO: Information & Technology Administrator

AGENCY SUMMARY:

Child Care Resources (CCR) has been at the forefront of the early learning landscape for 30 years ensuring that all children have equitable access to safe, engaging and positive early learning experiences that promote school readiness and lifetime success. With a staff of 110 and a budget of \$13 million (89% publicly funded), CCR provides a broad array of services for families and child care providers so that they in turn can support the development and well-being of our children.

OPPORTUNITY:

The Operations Coordinator works with the Business Services Team to provide operational, accounting & technology support to CCR staff. This position is responsible for the maintenance and operation of the overall facilities of five offices and in assisting the Information Technology Team & the Accounting Team.

RESPONSIBILITIES:

Specific responsibilities of the Operations Coordinator include, but may not be limited to:

Operations

- Door technology, maintain electronic key cards and access for staff
- Co-Lead Safety Team to ensure Safety Plan compliance
- Work with agency members to write and implement policies and procedures
- Administer office space needs, work with vendors on furniture, space design and with staff on managing storage needs onsite/offsite for five offices
- Keep inventory management system up to date
- Coordinate with building manager on lease renewals, facility issues and tenant improvements at all five sites

Information Technology

- Serve as a member of the IT team and provide backup support to the IT Administrator
- Administer agency Verizon account including cell phones & Mi-Fi's
- Administer hosted VoIP Phone System: Programming and recording, installation, maintain and program holidays and meeting schedules, headsets, report set-up, training, troubleshoot, contract review, etc
- Other duties as assigned

Accounting

- Process various monthly reports for CAO on Payroll Actual Hours and integrating report into Tableau
- Assist Controller with policy writing and implementation

- Assist accounting team with audit preparation
- Assist the CAO with budget preparation
- Other duties as assigned

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Demonstrated commitment to diversity, cultural relevancy, and inclusion, is required
- At least 3 years relevant experience
- Effective written and verbal communication skills
- Project Management skills
- Knowledge of computer software including Microsoft Word, Excel, Outlook, PowerPoint, and SharePoint
- Knowledge of Tableau software preferred
- Ability to multi-task, prioritize and meet deadlines
- Effective organizational skills
- External and internal customer service skills
- Effective listening skills with the ability to give and receive feedback
- Operate and troubleshoot technology including but not limited to: desktops, laptops, printers, copiers, cell phones
- Proven ability to work in a team environment and set appropriate boundaries when necessary
- Ability to work independently
- Must be able to pass a background and credit check
- Ability to lift 25 lbs.
- Washington State Driver's License, automobile insurance, and regular access to a reliable automobile required

COMPETENCIES:

Mission-Driven

- Welcomes opportunities to engage with other programs and departments
- Takes responsibility for the impact of their own words and actions, regardless of intent

Anti-racist mindset

- Able to thoughtfully consider and embrace new ideas and different perspectives

Communication

- Can both make space for others and bring one's perspective into dialogue as needed
- Prioritizes and responds to messages in a timeframe that aligns with their own role and is responsive to the needs of the requestor

Adaptability

- Understands that their job sometimes encompasses a broader range of activities than the formal job description.

COMPENSATION:

FLSA Status: Exempt

This is a full-time salaried position requiring a willingness to work some evenings and weekends. The expected salary range is between \$54,247 - \$63,820/yr., depending on qualifications and experience.

BENEFITS:

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 10 paid holidays, 3 paid floating holidays, and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match.

CCR is an equal opportunity employer and we value diversity among our staff. We strongly encourage people of color, immigrants and refugees, people from the LGBTQ community, people with disabilities, and people from other historically marginalized groups to apply.

HOW TO APPLY:

Submit your application materials to hr@childcare.org. You will be asked to upload:

1. A resume
2. A cover letter, describing as specifically as you can how your experience, skills, and values are a fit with Child Care Resources' goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion, and/or in advancing racial equity in organizations. **This statement should not exceed 300 words.**

To learn more about Child Care Resources, please visit www.childcare.org