

Operations Coordinator

Position: Full time, hourly. Approximately 40 hours per week. Reports to Assistant Director.

Start Date: ASAP

Compensation: Starting salary is hourly equivalent of \$33,000 to \$38,000 per year DOE, including PTO, PLUS benefits. Benefits include full medical, dental, & vision insurance and a monthly bus pass (approx. \$8,000 value) + retirement matching after one year. Four weeks PTO annually + the week between Christmas Eve and New Year's Day + 7 additional paid holidays.

Job Description: Support CityClub's mission by coordinating administrative and operational tasks for the office. Oversee and optimize database. Support Executive Director, program and development staff.

Qualifications: Required: Warm, enthusiastic, collaborative professional who enjoys handling many tasks at one time and is highly adaptive to change. Must have excellent oral and written communication skills, strong orientation to detail, and sensitivity and finesse in stewardship of relationships. Must have two years experience or equivalent with database management (Salesforce preferred). Preferred: Revenue processing experience, facility with IT troubleshooting, customer service experience, event support experience

Duties:

Office + Operations Coordination

- Coordinate office meeting schedule and logistics; support Executive Director's schedule and communications
- Act as Board liaison; schedule meetings and prepare materials
- Manage revenue stream, internal tracking and follow-up for all transactions; maintain records of office activities; produce biweekly reporting functions to off-site bookkeeper; oversee off-site bookkeeper
- Manage all office supplies, technology, and select vendor relationships (ex. computer, copier, phone); maintain contracts and other fiduciary relationships
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail
- Coordinate all City, State and Federal tax and other business filings
- Administer retirement and health care benefits
- Coordinate staff/volunteer recruitment, including first round hiring
- Shared budget management with Executive Director/Assistant Director

Salesforce Administration

- Direct responsibility for maintenance and management of Salesforce database
- Maintain data integrity and develop solutions to ensure accuracy of participant and revenue records; extract data, create reports, and analyze usage patterns
- Manage API connections between database and external applications
- Train colleagues on database usage; resolve user issues and concerns

Program Support

- Support Assistant Director in development and execution of programs



- Manage event registration process and day of registration
- Schedule event reminders and post-event thank yous

Other projects as needed and duties as assigned

Organization Description: Seattle CityClub is a nonpartisan, 501(c)(3) nonprofit organization improving the civic health of the Puget Sound region by providing programs that bridge politics, sectors and generations to inform and engage residents and community leaders. Every year, Seattle CityClub serves over 30,000 Puget Sound residents in-person and online, and our broadcasts reach 1 million Washingtonians.

To Apply: Please email resume, cover letter and three references to jobs@SeattleCityClub.org. Applications will be reviewed until position is filled. Please reference the job title in the subject line.