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**Job Title:** Operations Director  
**Reports to:** Executive Director  
**Status:** Part-Time/ Non-Exempt

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**Resumes and cover letters can be sent to [info@justiceco.org](mailto:info@justiceco.org)**

**Position Summary:**

The Operations Director at the Central Valley Justice Coalition (CVJC) is the how-to person. This person will implement structures and strategies that allow team members to bring the vision and plans of the organization to fruition. Reporting directly to the Executive Director, the Director of Operations will manage all aspects of administration, systems, and operations related to CVJC programs. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, graphic design abilities, administrative, and organizational skills and a strong work ethic. This person will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

**Duties:**

- Oversee the organization's operations functions and procedures, including both high-level planning and daily management.
- Develop and maintain operational guidelines and procedures.
- Coordinate with the Executive Director and Youth Program Director to facilitate effective management.
- Oversee facilities and safety functions.
- Oversee and support interns and volunteers and develop procedures for effective management.
- Maintain strong records to ensure a comprehensive database is kept up to date and supports CVJC activities.
- Manage grant funding, reporting, and alignment for programs.
- Monitor and manage human resources for employees to ensure compliance with state, federal, and insurance liability requirements.
- Develop and implement systems and strategies to support volunteers.
- Develop and maintain strong relationships with key stakeholders, including partners, donors, clients, and more, to ensure CVJC provides the best possible experience to all stakeholders and alignment with CVJC goals and objectives.
- Other duties as assigned.



**Qualifications:**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education:**

- High school diploma or GED.
- Bachelor's Degree in Business Administration, Operations Management, Organizational Leadership, Human Resources, or related field required. Additional relevant work experience may substitute required education on a year-by-year basis.

**Experience:**

- Minimum of two years' experience in budget management, accounting, business administration, or related field preferred.
- Minimum of two years' experience working with homeless individuals, homeless families, survivors of human trafficking, and/or members of marginalized communities is highly desirable.

**Other Qualifications:**

- Ability to work independently and collaboratively on a wide variety of assignments with changing systems and competing priorities
- Excellent interpersonal, oral and written communications skills.
- Proficient in Microsoft Office Suite, Google G Suite, Powerpoint, and related business software.
- Exceptional coordinative, organizational and problem-solving skills
- Effective presentation, written and verbal communication skills.
- High degree of accuracy and attention to detail
- Ability to write reports and resolve conflict.
- Ability to support, network and motivate volunteers.
- Ability to organize and maintain detailed records; complete necessary reports and meet deadlines.
- Ability to exercise discretion and independent judgment.
- Pass required background investigation including Department of Justice fingerprint clearance, and child abuse index clearance.
- Maintain access to reliable transportation.



### **Environmental Conditions:**

- Indoors in a normal office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes at least eighty percent (80%) of the time.
- Frequent computer use at a workstation, up to eight hours per day.
- Frequently work at a fast pace with unscheduled interruptions.
- Drive personal vehicle to appointments.
- Public contact position requiring professional apparel, personal hygiene, and grooming.

### **Physical Demands:**

- This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. The position may involve travel for meetings and events.
- While performing the duties of this job, the employee is regularly required to: remain in a stationary position 80 % of the time, be able to move about inside the office to access file cabinets/office machinery etc., operate a computer and keyboard and other office productivity machinery such as calculators/copy machines/printers. The employee is occasionally required to position self to reach items on the floor and in high cabinetry.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds. Employee must be able to communicate with others to exchange information including both over the telephone and in-person communication with callers and community members and be able to read a computer screen and paper documents.
- Reasonable accommodations for those with disabilities will be provided in accordance with law.

*CVJC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state, and local laws. CVJC complies with applicable state and local laws governing nondiscrimination in employment in every location in which CVJC has facilities.*