



***Coordinator of Operations- Job description
(Part time position)***

The Coordinator of Operations is a key part of Casa Azul of Greensboro who understands all aspects of the organization and works closely with the Board of Directors. Reporting to the Board of Directors, the Coordinator of Operations will oversee the day-to-day operations of Casa Azul, it includes marketing, fundraising, programmatic, and logistics.

I. Day-to-Day Management and General Office Management

One of the main responsibilities is to keep the office organized and running efficiently.

In Casa Azul the Coordinator of Operations has to handle the day-to-day communications.

- *Answers calls, takes messages, schedules meetings, writes letters and notes, prepares draft press releases, and sends out reminders or announcements.

- *Opens and sorts mail and delivers it to the appropriate personnel. Might respond to email inquiries or route them according to the Board members instructions.

- * Perform clerical duties for events (RSVP lists, task lists, auction lists, thank-you notes, etc.) He or she must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision.

- * Works closely with the board member in charge of marketing to maintain a cohesive design for Casa Azul's website and increase its online marketing presence.

II. Record Systems

The responsibility of maintaining electronic and paper filing systems falls on this person.

- *Database: The Coordinator of Operations is responsible for maintaining and updating the database for Casa Azul in reference to Board Members information, Volunteers, Artists, Donors, Events, Grants, Letters, mailing lists, and Marketing information.

- *Financial documents: As the Coordinator of Operations, he or she will work with the treasurer gathering and maintaining the documents that are necessary to ensure compliance, maintain a filing system for contracts, receipts, and invoices.

- *The Board agenda and minutes of board meetings: These are permanent records of the organization's actions. The Director of Operations will work with the secretary and the president of the board and give support assembling and distributing the agenda materials.

III. Social Media and Communication Responsibilities:

The Coordinator of Operations is responsible for maintaining and updating on regular basis Casa Azul

social media's platform (Facebook, Instagram, and website) and keeping a channel of communication between the organization, its followers, and volunteers. In addition, the Coordinator of Operations is responsible for creating and distributing the quarterly newsletter.

IV.- Programming: The Coordinator of Operation will work closely with the board of directors as Casa Azul expands its programming. She or he will lay the logistical groundwork for new programs and will support the Program Director in the administrative part of the programs.

V. Human Resource Responsibilities

Since Casa Azul relies on volunteers to handle various responsibilities, the Coordinator of Operations will work closely with Program Directors to manage volunteers (recruiting, training, introducing them to the organization, etc.)

VI. Representing Casa Azul

The Coordinator of Operations represents Casa Azul in carrying out our mission. This person is the first line of communication with the outside world as he or she answers the telephone, mails and greets visitors.

Occasionally, may be tasked representing Casa Azul at various events. Always exemplify professionalism and a positive image. As our representative, he or she must be punctual and timely in completing assigned tasks. The Coordinator of Operations also exercises a great deal of discretion, as may frequently be provided with confidential information.

The Coordinator of Operations can expect to deal with the media on a regular basis. Sample duties include preparing press releases, screening media access to the board of directors, answering questions about actions the board takes during official meetings, and monitoring media and social networking websites for posts that discuss or mention Casa Azul.

Qualifications and skills: Previous experience in an office setting required. Excellent oral and written communication skills. Dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude. Technologically literate with strong computer skills including familiarity with Microsoft Word, Excel, Mailchimp, and other commonly used software. Familiarity with WordPress. Good internet skills, organizational skills and record keeping (attention to detail is critical). Self-starter who can work independently. Skills in establishing priorities and managing workload.

Requirements: Bilingual- Spanish English, written and verbal fluency. This is a part-time position of approximately 15 to 20 hours per week. Previous experience in non-profit organization desired. The successful candidate will have potential to grow with the organization and have opportunities for professional development.

Submit resume and cover letter: Casa Azul of Greensboro PO Box 10178, Greensboro, NC 27404 or by email at info@casaazulgreensboro.org

Casa Azul of Greensboro is a non-profit organization and its mission is to provide the environment and resources for creative expression of Latino culture in our local community through projects and partnerships.