EMPLOYMENT OPPORTUNITY

Operations Coordinator

Reports To:
Operations Director

About Us:
Freedom Inc. is a nonprofit that works with low-income communities of color to end violence, which for us includes interpersonal and systemic violence. We work with Black and Southeast women, LGBTQIA+, and young folks, to end violence that we experience inside and outside of our communities, to bring about deep change to our lives and communities. We work to end violence against us by supporting and building up community members who experience violence, as leaders, who can then create solutions to ending violence within and against their communities.

We do this through leadership development and community organizing, in ways that are language-gender-generation and culture-specific to the women, LGBTQIA+, and youth from Black and Southeast Asian communities.

Job Summary:
The Operations Coordinator’s job duties include working closely with the operations team to ensure that the organization and organizational building functions efficiently.

Key Responsibilities:
- Manage organizational vehicles- mileage logs, maintenance, adding and removing drivers
- Taking inventory and ordering office supplies as needed
- Maintain logs for maintenance work and vendors
- First point of contact-responsible for ensuring organizational safety
- Support in building maintenance by coordinating contractors, scheduling appointments, and meeting with contractors
- Overseeing the reservation process for office space use and vehicles
- Reviewing agreements, contracts, and monitoring renewal dates
- Maintaining records associated with the building maintenance of the organization
- Assist with grant contracts to ensure allocable expenditure
- Working with all staff to maintain office organizational culture
- Responding to any correspondence on all social media platforms (Facebook, Instagram, and Twitter), phone calls, and emails by clients, funders, community, and staff
- File and distribute mail
- Responsible for enforcing company policies and procedures within the office

A Successful Candidate will have:
- A passion for the FI’s mission and demonstrated commitment to addressing issues facing the SEA and Black community
• Associates degree in Business Administration, High School diploma or GED equivalent or equivalent experience
• 2+ years of experience office administration
• Understanding of patriarchy, capitalism, anti-blackness, white supremacy and queer/transphobia
• Understanding of gender/racial/Queer justice and be comfortable working with multi-generations of folx who identity as LGBTQI
• Commercial building management skills
• Functional/Technical Skills – solid understanding of record keeping
• High degree of accuracy & attention to detail
• Advanced proficiency in MS Office applications (especially Excel), Google Business (especially Sheets)
• Proficiency in CRMs and other web-based applications like Basecamp, Trello, & Slack
• Demonstrated ability to effectively manage multiple tasks and produce high quality, work under tight deadlines
• The ability to exercise good judgment in a variety of situations
• Making appropriate, informed decisions regarding priorities
• Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
• Excellent organization and time management skills; proven ability to meet deadlines
• Must be able to communicate in healthy, transformative, professional and direct way with clients, peers and FI Leaders
• Ability to work interdependently with other Accounting & Development staff

Location:
This position is based in-person in Madison, WI. It is not a remote position although there may be times when position may be remote in town due to Covid safety protocols.

Compensation & Benefits info:
This full-time position offers a non-profit salary commensurate with experience, flexible work hours, collaborative work environment, and a benefits package that includes generous vacation, medical and dental insurance, and the option of participating in pre-tax transit benefit program and/or a voluntary 403(b) retirement savings plan.

Please your send resume to: hr@freedom-inc.org

Freedom, Inc. is an equal opportunity employer, which does not discriminate against individuals based on race, national origin, gender, physical disability, religion, sexual orientation, age, or any characteristics protected by the law.