



JOB DESCRIPTION

The Community Foundation of Herkimer & Oneida Counties, Inc.
2608 Genesee Street, Utica, NY 13502 | 315-735-8212 | foundationhoc.org
Engage. Invest. Lead.

Job Title:	Operations Coordinator	FLSA Classification:	Full-time, Non-exempt
Department:	Operations	Reports To:	Finance and Operations Manager

Job Summary

The position comprises comprehensive operational and office support functions, including board and committee governance, facility management and gift acceptance. Responsibilities include a wide array of duties, including event planning/coordination, individual and group calendaring support and conference room management. The position is critical to The Community Foundation's ability to organize and facilitate board and committee functions and organizational operations.

Essential Job Duties and Responsibilities

(Additional duties may be assigned)

- Coordinate governance-related activities; organize board, committee and staff meetings; scheduling, communication, materials assembly and distribution, minute taking, online portal management, etc.
- Schedule reservations and use of meeting areas for internal and external groups; maintain master events calendar, event records and analytics; support audio/visual equipment use; organize and oversee event registration; arrange catering and room set-up
- Act as The Community Foundation's public face and voice, greeting visitors and answering incoming phone calls to provide a professional, positive first impression
- Monitor use and condition of building assets, including IT and life safety equipment; coordinate cleaning vendor schedules and other maintenance activities; set up equipment for employee use; act as a liaison with third-party support vendors
- Manage recurring tasks integral to office management, including tenant relations support and small office equipment maintenance
- Process mail, including gift receipt
- Maintain and retrieve records and files, ensure systemic organization
- Collaborate as a member of interdepartmental teams
- Support team-building efforts, including acknowledgment of staff accomplishments and coordination of staff volunteering activities
- Maintain office supplies and facilitate ordering for departments within the organization, e.g., Amazon.com orders, catering requests, etc.

Supervisory Responsibilities

This position does not have supervisory responsibilities

Education and Experience

- Bachelor's degree preferred; equivalent in education, training, and experience considered
- 3-5 years' experience preferred in board and committee management, operations support and project management

Knowledge, Skills, and Abilities

- Computer proficiency required, i.e., Microsoft Office, especially Outlook, Word, Excel
- Strong verbal and written communication skills; ability to maintain and secure confidential information