Company/Organization:

Springboard Collaborative

Location:

Hayward, CA

Position Title:

West Coast Operations Coordinator

Job Summary:

Springboard invites talented and passionate candidates to apply for the position of Operations Coordinator. The Operations Coordinator reports directly to a Program Director and works with the Operations Team. The Operations Coordinator will support program operations through a diverse range of responsibilities that include inventory management and distribution, national and regional coordination, and administrative tasks that support programs, partnerships, and fundraising.

**Who we’re looking for:**
• An execution-oriented strategic planner with an acute attention to small detail.
• An individual who is comfortable embracing work responsibilities that cut across a wide range of activities.
• A go-getter with superior initiative, integrity, humility, strong work ethic, sense of humor, and “can-do” attitude.
• An excellent relationship builder with an ability to collaborate with a variety of diverse internal and external stakeholders.
• A believer in our collective opportunity to close the literacy achievement gap through hard work and meaningful collaboration with parents and families.

**Responsibilities:**
*Oversee regional program supply chain operations:*• Lead print production for all training, curricular, enrollment, and other programming materials.
• Ensure timely distribution of program materials by collaborating closely and frequently with Director of Operations.
• Manage inventory in several locations, keeping city warehouses’ inventory current so that procurement reflects regional needs.
• Adhere to inventory management system, maintaining records, following warehouse/materials procedures and protocol.
• Maintain accurate records in Salesforce to facilitate materials procurement, expedite materials distribution, and minimize waste.
• Responsible for program material receiving, distribution, and collection to/from sites and city/regional warehouses before, during, and after programming. This includes packing and shipping of materials to all regional sites and ensuring that offsite, Springboard-owned materials are packed and shipped back to the Operations Hub.

*Provide data systems support for programs:*
• Use systems to verify products and requisitions associated with sessions.
• Set up Slinky & Asana for programs (session set-up, PD Event creation, workshop record creation, user set-up, etc.).
• Provide rapid Slinky support for all regional staff in your sessions.
• Mass upload data and data clean for all sessions you own.
• Ensure accurate and complete data entry for sessions you own (creation of sessions, users, impact reports, working with RSC in terms of material/program needs being accurately input in SF).

*Support seasonal staff:*• Post relevant seasonal job descriptions on local job boards.
• Train all enrollment coordinators; monitor enrollment progress; send weekly updates to ECs and site leaders.
• Hire Operations Leads ”OL” for seasonal programs; support hiring for other roles.
• Support all Ops training during the seasonal programs.
• Hire, train, and support Enrollment Coordinators.

*Plan for program bookends (pre-programming and wrap-up):*• Personalize all relevant program documents (e.g., program and family calendars, family letters, etc.).
• Generate impact reports for each program session.
• Act as Operations Manager “OM” for any program trainings prior to hiring of OM (securing space, ordering food & materials).
• Participate in site planning meetings & site debriefs.

*Manage facility needs at respective site:*• Audit inventory and maintain accurate inventory counts.
• Maintain facilities & coordinate needs.
• Identify location(s) for temporary storage of program materials, when applicable.

**Minimum Qualifications:**

• Must own a car and possess valid state driver’s license.
• Must have the ability to lift 40 pounds.
• Must have strong technical proficiency (Microsoft Office); Salesforce/Asana experience a nice plus.
• Bilingual Spanish speakers/written communicators desired, but not mandatory.

**Link To Apply:**

<https://www.springboardcollaborative.org/job/west-coast-operations-coordinator/>

**Full/Part Time:**

Full-time

**Closing Date:**

December 1, 2019