|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position Title:  | **Operations Coordinator** |
| Job Description |
| **Enhances achievement of Strategic Plan objectives by …** Serves as the primary contact for all matters related to the business operations of CSAVR. Reports directly to the Chief Executive Officer, CSAVR.Duties:* Manage relationships with vendors and contractors
* Manage CSAVR database/information exchange system
* Develop and maintain master grants/contracts file
* Prepare and manage grant invoicing and payments
* Manage and update the CSAVR website
* Manage and update social media sites
* Serve as first point of contact for business service center (telephone and mail)
* As directed, support conference planning, site visits, negotiation with hotels and onsite liaison
* Provide onsite operational support for conferences and training programs
* Manage pre-conference registration; from formatting for website to onsite set up and management
* Arrange for and coordinate contracts for all accessibility needs for meeting participants
* Manage conference call/webinar platform
* Update and manage print materials (forms, brochures, conference agenda)
* Arrange for the presentations, agenda and communications for monthly membership calls
* Attend and prepare minutes for all Executive Committee meetings, calls and business sessions
* Schedule meetings for legislative and partner meetings
* Perform administrative duties, as requested by the CEO; to include supporting other staff as needed

Skills/Qualifications:Minimum requirement of Bachelor’s degree or equivalent and 5 years of service in a project or operations management position in a public or non-profit setting. The ability to interact professionally with fellow staff, membership and partners. Excellent writing, listening and communications skills. Strong planning and organizational skills are essential. Experience working in or with a state vocational rehabilitation program is preferred. Working knowledge of Microsoft Office programs and experience in managing database systems. Prefer experience in website management (WordPress) and SharePoint.Ability to work independently from home with minimal distractions while maintaining professional accountability. CSAVR staff work virtually, although occasional travel will be required to CSAVR conferences, Executive Committee meetings, trainings, regional meetings and/or pre-conference site and planning visits. This is an exempt position. The person will be expected to exercise independent judgment and discretion in carrying out their tasks. They need to be comfortable working under general supervision. |
| Employee: |  | Date: |  |
| CEO: |  | Date: |  |