Job title: Operations and Human Resources Coordinator

Reports to: Administration and Finance Manager
FLSA status: Exempt
Full or part time: Full-Time

Summary:
The mission of Edu-Futuro (Educación Para Nuestro Futuro) is to empower immigrant and underserved youth and families through mentorship, education, leadership development, parent engagement, individual case management, and workforce development. Established in 1998, Edu-Futuro reaches more than 3,000 children, youth, and adults annually.

The Operations and Human Resources Coordinator (OHRC) reports to the Administration and Finance Manager (AAFM) and is responsible for securing effective and streamlined business operations and HR processes for Edu-Futuro at its current Arlington, Fairfax, and Roanoke offices. This includes but is not limited to: information and communications technology, management of office facilities, record keeping, payroll, and benefits processing. The OHRC also provides administrative support to the Executive Director.

Edu-Futuro’s OHRC position requires a professional who is self-motivated, detail oriented, with exceptional organizational and interpersonal skills. The OHRC must resolve issues efficiently and interact with staff to ensure smooth daily human resources and operations of Edu-Futuro. The OHRC works independently, with limited supervision, to set priorities, maintain deadlines, multi-task in a fast-paced environment, maintain the highest level of confidentiality, exercise discretion, remain flexible, proactive and professional under pressure. The OHRC will join a fun work environment where teamwork and laughter are as much a part of the culture as responsibility, timeliness, and accuracy.

Responsibilities:

Operations (60%)
- Organize office facilities and system maintenance, phone system, office and marketing supplies, filing, materials digitization, photocopying, incoming and outgoing mail, etc.
- Coordinate with external IT service providers to support the organization’s operational, planning, tracking and reporting needs.
- Support the AAFM in compiling annual audit information.
- Assist in preparation of the organization’s annual report.
- Assist in planning and conducting fundraising and other events, including post-event follow up as required.
- Collect monthly credit card supporting documents and expense records.
- Complete the monthly credit card report meeting all deadlines.
- Oversee accuracy of Edu-Futuro’s petty cash fund.
- Maintain equipment inventory records, including laptops, etc.
- Assist AAFM with administrative tasks as assigned, including but not limited to proofreading, web searches and data entry for Excel tracking sheets, filing, etc.
- Provide administrative support for operations and programs contracts.

**Human Resources (30%)**

- Facilitate onboarding and offboarding for Edu-Futuro staff and AmeriCorps members.
- Run background checks for staff, AmeriCorps members, and volunteers.
- Ensure proper handling of human resource documents.
- Administer the Edu-Futuro benefits package, including health and dental insurance, short-term, long-term disability, life insurance and retirement benefits.
- Provide information and direct assistance required to enroll employees into their benefits packages.
- Collect hourly employee timesheet information from the Director of Programs.
- Collect, review and update staff time sheets on a monthly basis.
- Run the organization’s monthly payroll to ensure timely and correct compensation for all Edu-Futuro staff and AmeriCorps members.
- Maintain accurate and complete personnel files.
- Document accurate vacation and sick leave balances for all staff.

**Executive Director (ED) support (10%)**

- Manage calendar, time sheets, mileage, and tracking receipts for reimbursement on behalf of the ED.
- Assemble reports for the ED, Board of Directors, and grant funders as required.
- Assist the ED in preparing marketing materials, grant proposals, speeches, letters to high-level executives, scheduling, and database.
- Represent the organization before stakeholders as directed by the ED.
- Other duties as assigned.

**Required Qualifications:**

- Bachelor’s degree in business administration, accounting, management, or other related field.
- Minimum of 4 years of related professional experience.
- Demonstrated ability to work independently, proactively organize, prioritize, manage time, problem-solve, and handle multiple tasks to meet competing deadlines.
- Excellent verbal and writing skills.
- Highly proficient with the Microsoft Office suite most importantly MS Excel, and Google suite.
- Team player with high level of collaboration and flexibility.
Preferred Qualifications:

- Additional experience with operations, human resources and administrative responsibilities.
- Experience with managing ADP system.
- Experience with database software such as QuickBooks.
- Fluent written and spoken communications skills in English, Spanish or another language.
- Knowledge of educational issues impacting immigrant children, youth, and families.
- Ability to independently interpret policies and processes.

Competencies:

Integrity

- Accurate and transparent in communication
- Share critical information accurately, openly, and voluntarily
- Focus relentlessly on continuous improvement
- Persevere through problems and difficulties to do the right thing
- Communicate pride and ownership of work
- Own both successes and mistakes

Interpersonal Skills

- Ability to work effectively with different people and teams of people by putting others at ease.
- Acknowledging diverse opinions, addressing relevant concerns, minimizing conflict, promoting harmony.

Versatility

- Manage conflicting demands and priorities smoothly
- Adjust readily to changing priorities and conditions
- Move from decisions to action and results quickly and effectively
- Acquire and apply new ideas with ease and confidence

Organization Skills

- Ability to identify and set priorities, plan and effectively allocate appropriate resources.
- To attend to detail so that relevant issues are addressed and result in high-quality outcomes.

Teamwork

- Establish and maintains effective relations with staff, volunteers, beneficiaries, and stakeholders
- Work actively to resolve conflicts
- Respond appropriately to employee and/or co-worker concerns
- Leverage every opportunity to teach and learn
Results-oriented
● Understand and is sensitive to beneficiaries’ challenges, needs, and strengths, and positively impacts their lives towards self-sufficiency and prosperity
● Work with a sense of urgency, determination and purpose
● Make and keep clear agreements
● Exhibit ability to learn and apply new skills
● Accountable for meeting and exceeding expectations
● Act in alignment with the organization’s priorities

Work Schedule:
● M-F; 9:00a-5:00p at the Arlington office.
● Work some evenings and weekends may be needed to meet deadlines and support Edu-Futuro programs.
● Vehicle required.

Compensation:
● $45,000-$50,000 / yr. based on experience and qualifications.