

Job Description



Position: Operations and Strategy Coordinator

Summary: ACET provides culturally tailored evaluation services and solutions to meet the needs of programs, communities, and stakeholders. We work with nonprofit organizations; foundations; schools, health-care facilities; business; and federal, state, tribal, county, and city agencies.

We are looking to bring in an Operations & Strategy Coordinator to join our team. This position is full time (32-40 hours per week). When submitting your resume, please include your desired hourly wage.

Essential Duties and Responsibilities: The O&S Coordinator will be responsible for the following tasks:

- Coordinate and schedule interviews for position postings;
- Provide onboarding for new hires;
- Assist the O&S Manager to drive and develop a positive culture while supporting all staff;
- Coordinate and monitor company-wide policies and procedures;
- Build and improve systems and processes;
- Draft letters, documents and communications (both internal and external);
- Design and implement client feedback procedure;
- Proof and edit memos and client correspondence in detail;
- Provide RFP coordination: research open RFP possibilities, develop strategies to locate opportunities, track progress, work on RFP portals for communication/submission, collate documents for submission;
- Work with project lead and other support staff to plan agendas, book event space, coordinate logistics/registration and materials for meetings and events;
- Manage reimbursements and incentives for client projects; and
- Monitor, facilitate and provide tech support during virtual meetings and webinars.

Minimum Qualifications:

- Minimum BA, BS
- 5 years of operations/administrative experience
- Experience in event planning, project management, technology

Desired Attributes:

- Careful attention to detail
- Strong customer service skills
- Technical knowledge - ability to problem solve
- Ability to work independently - take initiative to keep projects moving along without direction
- Team player
- Strong communication and writing skills
- Flexible and collaborative

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.