



Position Available Operations Coordinator

HLC is a membership organization working with communities and their leaders to produce and preserve affordable homes. HLC supports its members as they work to create and preserve well-designed, sensibly located housing at all levels so that everyone who works here, lives here, or grows up here can obtain a home they can afford. HLC and its allies:

- *Advocate for housing policies that create affordability at all income levels*
- *Collaborate with local government, community members, and stakeholders to promote complete communities*
- *Educate through community-wide events such as San Mateo County Affordable Housing Week and Housing Leadership Day*
- *Develop leaders to speak up for housing opportunities for everyone in their communities.*

Position Overview:

We are seeking a detail-oriented and proactive **Operations Coordinator** to manage various administrative tasks and support the overall operations of our organization. This role will involve handling account and file management, overseeing office management duties, providing IT and internet support, supporting board and committee meetings, and assisting with HR tasks. The ideal candidate is highly organized, possesses excellent communication skills, and can handle multiple responsibilities effectively.

This job will begin as soon as possible. The position is full-time or part-time, non-exempt, and is 75% remote. This is an hourly position, paying \$30.00-\$32.00 per hour, DOE.

Key duties and responsibilities:

- Manage file management systems, ensuring accurate and up-to-date records for various aspects such as password management, email accounts, administration, human resources, finance files, and contracts.
- Oversee general office management, including phone systems, inventory and supplies, IT and internet support, printer maintenance, and addressing office issues and emergencies.
- Coordinate and manage the organization's calendar, including scheduling meetings, appointments, and events.
- Assist with hiring processes, including posting job openings, reviewing resumes, scheduling interviews, and coordinating onboarding and offboarding activities.
- Support the preparation and execution of board meetings, including compiling meeting materials and taking minutes.
- Provide administrative support to staff members, answering general inquiries and addressing day-to-day operational needs.

- Collaborate with the finance department to support financial administration tasks, such as creating invoices.
- Collaborate with the operations team to improve processes and implement efficiency-enhancing initiatives.
- Assist Housing Endowment and Regional Trust of San Mateo County (HEART) with administrative tasks (e.g., support during board meetings with meeting organization and minutes, assisting with 700-form compliance, and some research assistance as needed)

Qualifications:

- Fluent in Spanish (Preferred)
- Strong initiative, coordination, and organizational skills with attention to detail
- Aptitude for learning and understanding complex procedures (e.g., conducting literature reviews, maintaining internal systems, receiving constructive feedback, and applying improvements/demonstrating growth)
- Ability to work independently as well as with consultants, Board members, and employees who work remotely
- Intermediate level ability with G-Suite and Microsoft Excel
- Outstanding written and oral communication skills. Strong language and editing abilities
- Professional experience in office operations, coordination, and administration is a plus
- Knowledge of standard and nonprofit accounting principles, nonprofit finances, and public agency requirements is a plus

Status: Full-time, non-exempt (open to making it part-time)

Reports to: Associate Director

Work Remotely: Mostly (approximately 75%)

Salary and Benefits:

Compensation depends on skills and experience. Benefits include medical, dental, and vision insurance, a retirement plan, paid sick leave, and generous vacation time. Other perks include a cell phone stipend and 1 week of paid holiday closure in December.

How to Apply:

Please submit a resume and cover letter to resumes@hlcsmc.org with “Operations Coordinator” in the subject line. The position is open until filled.

Housing Leadership Council is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.