THE MULTI-ETHNIC COLLABORATIVE OF COMMUNITY AGENCIES
OPERATIONS AND ADMINISTRATION COORDINATOR

POSITION OVERVIEW:
The Operations and Administration Coordinator maintains and processes daily activities and transactions related to all functions within the human resources, operations, and finance departments.

POSITION: Operations and Administration Coordinator
CLASSIFICATION: Administration (Full-Time Exempt)
REPORTS TO: Director of Operations and Administration
SUPERVISES OTHERS: No

KEY RESPONSIBILITIES:
• Meets all confidential requirements regarding the management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage
• Maintains current knowledge of and complies with organizational and department policies and procedures
• Strategically organizes workload throughout the day to meet project timelines and deadlines
• Supports the mission, the vision and goals of MECCA

POSITION FUNCTIONS:
• Works in collaboration with the Director of Operations and Administration to ensure all human resources, finance, operations, training requirements and other organizational systems are maintained
• Maintains official records and documents to ensure compliance with human resources regulations and reporting requirements
• Supports program delivery functions such as coordination and training as needed
• Provides a range of administrative and clerical support to ensure individual department objectives are met
• Assists with recurring financial tracking and reporting
• Provides general support to the MECCA Team in serving as an accessible, efficient, detail-oriented resource to optimize office functions
• Reports to leadership on systems and procedure challenges to enhance timely and efficient workflow
• Other duties as assigned to advance the mission and vision of MECCA

MINIMUM QUALIFICATIONS:
• Bachelor degree or equivalent experience required
• Experience with human resources procedures and working knowledge of accounting systems
• Proficient with Microsoft Office Programs (Word, Excel)
• Strong coordination and communication skills
• Demonstrated knowledge and sensitivity to ethnic issues as they relate to behavioral health
• Bilingual/Bicultural in Arabic, Chinese, Farsi, Korean, Spanish, Vietnamese, or other language(s) preferred
• Valid CA Driver’s License and acceptable driving record and valid car insurance
• Must pass criminal background check

COMPENSATION:
$42,000 - $52,000 based on experience plus benefits

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS AND CONDITIONS:
• Must possess body mobility to stand and/or sit frequently or for an extended period of time at meetings, trainings, conferences or community events in office or offsite community locations
- Must be able to function effectively in a standard office environment and have the ability to move about to perform daily office tasks such as access files cabinets and office machinery
- Prepare and present presentations with appropriate technology and teaching resources
- Must be able to transport laptop, projector, files and/or other materials to and from meetings
- Must be able to drive to and from meetings and do site visits with community agencies
- Must possess manual dexterity sufficient to use hands, arms and shoulders to operate a keyboard, take notes, utilize office equipment, complete and file reports, and file and copy documents
- Must possess vision sufficient to read standard text and drive a vehicle
- Must possess the ability to independently reason logically to analyze data, reach conclusions and make recommendations as required in the accomplishment of job duties
- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external partners.

OTHER JOB REQUIREMENTS:
- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis.

This description reflects management’s assignment of essential functions. This job description is subject to change at any time. This description is intended to indicate the kinds of work duties that will be required in this position. It is not intended to limit, or in any way modify, the rights of any supervisor to assign, direct, and contract work of staff under his/her supervision. The use of a particular illustration describing duties shall not be held to exclude other duties, not mentioned, that are of a similar level or difficulty. Diversity in organizational practices is a core value of MECCA resulting in culturally competent services, materials, resources, and programs. Our hiring and business practices appreciate the strengths offered through different backgrounds.

MECCA is an Equal Opportunity Employer and does not discriminate on the basis of race, ethnicity, religion, gender, age, physical disability, and sexual orientation. MECCA complies with all EEO and ADA guidelines.

For consideration submit your Resume and Cover Letter to info@ocmecca.org