



Operations Coordinator Job Description

The Mary Jacobs Foundation seeks a part-time Operations Coordinator to assist with the renovations of the building at 64 Washington Street in Rocky Hill. The position is part-time, hybrid, and has a flexible hourly schedule.

Responsibilities & Qualifications

The Operations Coordinator will be the point of contact for projects associated with the Foundation's current renovation. The Operations Coordinator will research creative methods to repurpose, reuse, and recycle materials that are in the space, while acting as a support and liaison to the Board of Trustees with architects, contractors, and vendors. The person in this position will report progress updates to the Board at least monthly.

The successful candidate will be an excellent, experienced project manager with outstanding communication and organizational skills and the ability to work with a wide range of stakeholders. The candidate will be a proactive individual who can adapt to a fast-paced, independent work environment and handle multiple projects simultaneously. The candidate must ensure that all duties are completed accurately and within deadlines.

The ideal candidate will reside locally, have an interest in the community we serve, and have a shared passion for our mission.

Required skills:

- Ability to work well with a wide range of people
- Strong verbal and written communication skills
- Self-starter; demonstrates initiative
- Action-oriented and is flexible accepting ad hoc assignments
- Good time management, ability to prioritize, and ability to handle multiple projects simultaneously
- Great strategic planning and problem-solving skills
- Strong research skills (used in seeking out opportunities to advance and improve the organization)
- Collaboration and teamwork skills
- Experience with goal setting and progress monitoring
- Strong digital skills and knowledge of Google platform

Preferred, but not required:

- Ability to occasionally move objects of various sizes and weights for relocation/donation

Pay: \$20-25/hour on a biweekly basis, depending on experience.

Hours: May vary, but approximately 10 hours per week

To apply, email a cover letter and resume to contact@maryjacobs.org

MJF adheres to a policy that prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class. We are committed to a culture of diversity and inclusion.