

Job Title: Operations Coordinator
Reports To: Executive Director
FLSA Status: Exempt / Full time

Job Summary

Serves the organizational mission of the Cultural Council of Greater Jacksonville by managing the administrative functions of the council.

Essential Duties & Responsibilities

- Provide high level administrative support for all functions of the Council
- Perform complex administrative work and independently manage a variety of administrative functions for each member of the leadership team
- Use judgment and discretion when dealing with matters of significance including highly confidential information and records pertaining to the Council
- Perform work under limited supervision according to the established practices and policies of the Council
- Manage the IT function within the Council including the procurement of equipment, acting as the first line of troubleshooting and serving as the liaison to the IT service provider
- Research, compile, analyze and prepare data and information for compliance with the City of Jacksonville, the Board of Directors and the Executive Director of the Council
- Manage office functions of the Council to include the facilities relationships, purchasing supplies for Board meetings and the office, processing, evaluating and handling incoming and outgoing mail
- Ensure adherence to Florida's Sunshine Law
- Serve as an initial point of contact, and support the planning and execution of Council events
- Provide excellent customer service through proactive responses, resolving concerns, performing research and following up with stakeholders of the Council
- Prepare for and participate in meetings including scheduling locations, preparing agenda and inviting guests as required
- Manage revisions to Council website ensuring accuracy and timeliness of updates
- Serve as a resource for administrative duties, purchasing, and customer service
- Facilitate the on-site onboarding of new employees in conjunction with Human Resources
- Other duties as assigned

Job Requirements

- Must embrace the mission of the Cultural Council of Greater Jacksonville
- Demonstrated excellence in organizational and communication skills, both written and verbal
- Be self-motivated, deadline driven, and exhibit “follow through” on tasks and goals
- Must have intense attention to detail as well as ability to work independently
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Must have a high school diploma or GED; Bachelor’s degree is preferred; alternatively, an appropriate level of prior successful and progressive related work experience of 3-5 years
- Fluent with technology including Microsoft Office products, databases, graphic and web design, online systems and tools, etc.
- Preference for experience in a non-profit, government or philanthropic setting
- Knowledge of the arts/culture/humanities sector a plus

Physical Demands (Identify any physical demands of the job that an employee would be required to perform.)

While performing the essential functions of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms over the head, stoop, kneel, crouch, climb, talk and hear for extended periods of time. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close, distance, and peripheral vision, depth perception and the ability to adjust focus. Employee must be able to work at a computer for extended periods of time. Employee must have good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to operate equipment and read application/form information.