



Position Description Coordinator, Operations and Administrative

Job Title: Coordinator, Operations and Administrative
Reports To: Executive Director
Location: Tulsa, OK
Status: Full-Time
Salary: \$40,000 - \$45,000

Amplify Youth Health Collective (Amplify) seeks an **Operations and Administrative Coordinator (OAC)** to manage day-to-day organization operations and administrative needs. The OAC will support the Executive Director and Amplify team in a wide variety of projects. The OAC serves as a support to the Board of Directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and provides internal structure to support Amplify's programming and community engagement goals. The OAC must be creative, exceptionally organized, and enjoy working within a small, entrepreneurial, mission-focused, results-driven, and community-oriented environment.

The OAC will have the ability to work independently on projects, from conception to completion, and must be able to handle a wide variety of activities and confidential matters with high levels of discretion and impeccable judgment. We are looking for someone who is excited about our mission, has an eye for detail and precision, and the ability to quickly prioritize multiple competing projects.

Amplify fosters a culture of kindness, integrity, innovation, collaboration, and equity. Our values inform the way we work together internally and with our community partners. Candidates must exhibit dedication and commitment to the young people of Tulsa, and a strong commitment to the mission, goals, and values of Amplify.

About Amplify Tulsa

Amplify is a collective-impact organization advancing youth sexual health and well-being in Tulsa, with an emphasis on reducing Oklahoma's high teen birth and STI rates, through collaboration, education, and advocacy. Our team is committed to fostering a collaborative, affirming, safe, and rewarding workplace. We value the contributions and skills of all team members.

DUTIES AND RESPONSIBILITIES

Organization and Personnel Support

- Provide administrative support, including, but not limited to Outlook calendar management, meeting scheduling, preparation of meeting materials, and project management for Executive Director and members of the Amplify team
- Compose and finalize complex correspondence, meeting minutes, reports, workflow drafts, staff surveys, presentations, data, and documents, using experience and judgment to drive effectiveness
- Ensure post-meeting follow-up and facilitation of next steps
- Ensure all staff, interns, and volunteers receive an orientation to the organization and schedule all appropriate training
- Organize staff task forces and workgroups as needed to develop procedures and implementation plans that align with the strategic and operational priorities

- Assist in planning and execute logistics for trainings, events, meetings, luncheons, and employee team-building activities or special projects
- Assist with Board coordination and documentation compliance
- Serve as point of communication to Board of Directors, internal and external parties, and key stakeholders
- Create processes and tracking mechanisms for organizing teams, projects, and operations
- Ensure appropriate cross-departmental communication and collaboration
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations

Finance, Accounting, and Purchasing

- Oversee the purchasing, tracking, and inventory management of supplies, incentives, and outreach materials
- Assist with travel and expense reports
- Oversee the processing of financial and administrative tasks, with external CPA support, including compliance with record retention standards
- Provide documentation to accounting for processing and maintaining receipts, and supporting documentation for credit card and purchasing transactions
- Oversee the management of all leases, contracts, and other financial commitments, including preparation of annual contracts, invoices, and payments
- Develop, implement, and ensure compliance with internal accounting policies and procedures
- Oversee compliance with federal and state filing requirements for charitable organizations

Office Management

- Perform clerical duties, take notes, maintain files, and organize documents
- Organize office space, maintain equipment, general office cleaning and errands, oversee mail deliveries, packages, and couriers
- Arrange scheduling for meeting space and conference rooms; set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms
- Coordinate with external IT service for technology service needs
- Monitor email and forward communications to the appropriate party for resolution
- Other administrative and project-related tasks as assigned

QUALIFICATIONS

- Bachelor's Degree or equivalent experience in executive administrative support required
- Experience working in the nonprofit sector preferred
- Administrative management and / or office coordination experience required
- Excellent writing and oral communications skills
- Excellent interpersonal, problem-solving, and organizational skills
- Proficiency in Microsoft Office Suite, Outlook, Adobe, and video conferencing services
- Ability to exercise high level of discretion in handling matters related to employees, the Board of Directors, and key stakeholders
- Self-directed and self-motivated, with the ability to prioritize and simultaneously work on multiple projects with accuracy and awareness of details
- Highly organized multitasker who works well in a fast-paced environment
- Candidate must have reliable transportation
- Must be able to lift at least 25 pounds
- Applicants should be committed to our mission and prepared to join a collaborative and fun team of professionals

HOURS AND SCHEDULE

- This is a 40-hour per week position
- May require attendance outside typical work hours for events
- This is an on-site position with little flexibility for remote work

TO APPLY FOR THIS JOB:

Please, send a cover letter and resume by May 2, 2022 (Subject Line:Coordinator, Operations and Administrative) to info@amplifytulsa.org.

Amplify is an equal opportunity employer and we are committed to equitable community representation among Amplify Staff and Board of Directors. We value a diverse workforce and a culture of inclusivity and belonging. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic or activity protected by applicable law. We believe that systems of oppression disproportionately hurt people of color, people from working class backgrounds, LGBTQ+ people, and women. We believe that these communities must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.