

One Place Family Justice Center Operations Coordinator

PURPOSE OF THE POSITION

The One Place Family Justice Center (FJC) Operations Coordinator is responsible for organizing and coordinating the FJC operations and procedures in order to ensure organizational effectiveness and efficiency.

SCOPE

The Operations Coordinator reports to the Executive Director of the FJC. The major and most frequent duties and tasks are listed below; however, the job may involve other cross functional duties as needed or directed by the Executive Director.

WORK SCHEDULE

Must be able to work outside of normal work hours including nights and weekends when needed or required.

MAJOR TASKS AND DUTIES

- A. Provides supervision and administrative direction for the FJC under the Executive Director's authority, including making volunteer staff assignments, overseeing operations, and training of volunteers and other staff. Essential functions include:
- Maintains operational services
 - Monitors FJC staff and volunteers
 - Fills in for volunteers at front desk
 - Recruits and assists volunteers
 - Orients and trains volunteers
 - Prepares time sheets
 - Ensures personnel files are up to date and secure
 - Provides on the job and other training opportunities for the FJC
 - Oversees building tours and scheduling other events related to the FJC
 - Handles the scheduling of the Training Room and ensuring needed equipment is available
- B. Works closely with the Executive Director in order to properly implement new procedures, prepare reports, and perform accounting/bookkeeping duties related to all monetary transactions of the FJC. Must maintain order and confidentiality of records. Essential functions include:
- Helps prepare grant applications
 - Works with other agencies, organizations and groups
 - Updates organizational memberships
 - Helps prepare monthly report
 - Designs and implement office policies
 - Establishes standards and procedures
 - Maintains office records
 - Ensures filing systems are maintained and up to date
 - Defines procedures for record retention
 - Ensures protection and security of files and records
 - Ensures effective transfer of files and records
 - Transfers and dispose of records according to retention schedules and policies
 - Plans and implements office systems, layout and equipment procurement
- C. Performs administrative and clerical duties in support of activities at the FJC as needed. Essential functions include:
- Handles correspondences
 - Reviews and approves supply requisitions
 - Maintains office equipment

- Maintains and replenish inventory
- Anticipates needed supplies
- Verifies receipt of supplies
- Maintains office efficiency

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the structure and scope of non-profits.
- Knowledge of basic supervisory principles, including planning of work schedules, assigning tasks, delegating responsibility, communicating objectives, and appraising job performance.
- Knowledge of computerized information systems and databases in order to search information related to victims and to organize, store, and retrieve case files and other pertinent information.
- Knowledge of basic accounting/bookkeeping procedures needed for daily ledger entries, monthly balancing, closing of ledgers, and disbursement of funds.
- Knowledge of preparing monthly report for the Executive Director.
- Knowledge of standard records keeping and clerical methods.
- Knowledge of receipts of monies, disbursing monies, preparing deposit slips, and recording other financial information
- Knowledge of word processing applications, typewriter, office equipment, and desktop computers.
- Knowledge of general office management principles.
- Knowledge of accepted protocol to use when handling phone calls, radio calls, and addressing staff or visitors.
- Skill in oral communication to include using tact and diplomacy, being articulate and concise, resolving conflicts and problems, diffusing tense situations, and being patient and empathetic in order to relay, exchange, or obtain important information.
- Skill in writing to include clarity, conciseness, and logical ordering of ideas.
- Skill in organizing files of documents and records and retrieving said information.
- Ability to assume responsibility and exert leadership in supervising other staff and overseeing operations.
- Ability to maintain effective working relations with the general public, outside agencies, co-workers and volunteers.
- Ability to handle information of a sensitive and confidential nature and to maintain the confidentiality of legal, criminal, or personnel matters using knowledge of what information can be provided or released.
- Ability to assemble or organize files and reports to determine the best way to compile information or data, where to access information, and how to format or present information effectively.
- Ability to work without close supervision and to determine work priorities and methods to meet the Center's goals and objectives.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration, accounting, HR, social work or a closely related field is preferred. An equivalent number of years experience may substitute.
- At least one year experience in responsible and varied administrative and clerical work, including desktop computer proficiency.
- Must be proficient with computers and software systems including the Microsoft Office Suite.
- Supervisory experience preferred.
- Grant knowledge preferred.
- Must pass a background check.
- Must have valid Alabama driver's license.

Send resume with references to:

Montgomery County District Attorney's Office
 Attn: Rhonda Cape
 P.O. Box 1667
 Montgomery, AL 36102-1667
 or email: rhondacape@mc-ala.org
 or fax: 334-832-1615

