



Messmer Community Services Center

JOB DESCRIPTION

JOB TITLE: Operations Manager

REPORTS TO: Executive Director

HOURS/SALARY: P/T 25-30 hours a week/salary based on skills/experience

PRIMARY RESPONSIBILITIES:

Support Executive Director in the day-to-day operations of CSC by implementing and maintaining efficient office systems, overseeing referral network (CSRN) volunteers, maintenance, event, and building support staff.

SPECIFIC DUTIES:

Community Service Center (CSC)

- Handle email and phone correspondence regarding rental spaces, events and maintenance/repair requests. Design efficient filing systems; purchase and/or approve office and supply requisition. Check mail and voicemail daily.
- Review and prioritize maintenance/repair support tickets, submit requests to maintenance technician, follow-up as needed
- Point of contact for outside contractors/vendors (maintenance, building, and grounds)
- Submit employee payroll hours to bookkeeper
- Keep Executive Director informed by submitting weekly summary to include planned, completed and pending tasks.
- Communicate with tenant representative via email monthly regarding tenant concerns
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional networking events. (with prior approval)
- Other duties assigned by executive director

Referral Network (CSRN)

- Meet with clients and provide referrals
- Oversee volunteer staff
- Update volunteer/resource database as needed
- Update social media page with CSRN partner resources and other relevant community info

Events

- Event contracts, collect deposits, and rental fees.

Public/Private Events

- Schedule and conduct tours; issue lease contracts for use of event hall/conference rooms
- Attend local events to market rental space

Flea Market

- Point of contact for day of coordinator
- Assign vendor table layouts
- Submit/pay for ads that require upfront payment



EDUCATION: Must have a High School Diploma or equivalent, Career Studies Certificate in business management/administration and/or bachelor's degree preferred

EXPERIENCE: 1+ years minimum experience in business administration, fundraising and/or special events coordination, or property management preferred.

REQUIREMENTS:

- Ability to coordinate multiple projects/events and adhere to deadlines
- Excellent organization skills
- Excellent written, oral and interpersonal communications skills
- Proficiency in Windows, Microsoft Word, Excel, Access and Outlook
- Ability to relate effectively with staff, volunteers, tenant partners, and the general public.
- Excellent attendance, self-motivated, and flexible

OTHER REQUIREMENTS:

- Commitment to serving vulnerable populations
- Occasional weekends as needed
- Must have personal transportation

Interested applicants should send resume to admin@communityservicescenter.com

Community Services Coalition is an Equal Opportunity Employer and encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.