



Toledo Lucas County Homelessness Board
1220 Madison Ave,
Toledo OH 43604
419-244-9440
www.tlchb.org

Operations Coordinator

Reports to: Director of Operations & Compliance, Toledo Lucas County Homelessness Board
Employment Classification: Full time, salary

SUMMARY

The Toledo Lucas County Homelessness Board (TLCHB) is seeking an Operations Coordinator to work collaboratively with the TLCHB team and to fully support existing and future programs and operations. This position is required to coordinate office operations, support executive functions, and facilitate efficient and prompt program delivery among all programs.

This position will report to the Director of Operations and Compliance but also offer support to the Director of Policy and Programming, the Director of Finance, and the Executive Director.

This is a one-year grant funded position that may be renewed depending on funding source.

GENERAL RESPONSIBILITIES

- Display a cooperative, friendly, and helpful attitude with clients, partners, program staff, and team members
- Work closely with Director of Operations & Compliance to implement and manage office operations and support compliance responsibilities
- Work closely with the Director of Policy and Programming to manage and maintain program documentation requirements
- Work closely with the Director of Finance to review all requests for direct financial assistance
- Support the Executive Director with scheduling needs, Board of Directors management, communications support, and other duties as needed
- Manage internal and external training opportunities for TLCHB team and CoC partners
- Greet and direct visitors
- Serve as support for agency incoming calls
- Facilitate all purchase requests necessary for office management

- Collaborate with the management team to develop and implement strategies for the operations infrastructure and future operational growth

SKILLS AND QUALIFICATIONS

- Possession of Associate or Bachelor's degree is strongly preferred but not required.
- 3+ years relevant professional work experience, including experience and confidence in engaging with clientele, social service delivery, Board of Directors engagement and management, operational competencies, project management, and non-profit work.
- Highly proficient in Microsoft Office applications.
- Working knowledge of nonprofits, Board management, grants, and program support.
- Ability to analyze and systematically compile technical and statistical information and to prepare reports, correspondence and presentations; comprehend and make inferences from written materials; interpret federal, state, and local government laws and regulations regarding grant contracts and administration; review the work products of others to ensure conformance to standards and guide decision making.
- Experience working with a wide variety of individuals.
- Highly professional demeanor and ability to communicate effectively and sensitively with funders, community leaders, staff, partners and the public on behalf of TLCHB.

SUBMISSION INFORMATION AND DEADLINE

- All prospective candidates should submit a resume and cover letter via email to assistant@tlchb.org
- Must be willing to provide references upon request