



MANA de San Diego's mission is to empower Latinas through education, leadership development, community service, and advocacy. The organization provides vital programs for Latinas to learn skills and access information that is not otherwise readily available. Its vast network of professional women coupled with meaningful and relevant programs focused on health and wellness, education, economic issues, and leadership, continues to propel Latinas toward success and to positively impact their families and communities.

**Position Title:** Operations Coordinator /Scheduler

The purpose of the Operations Coordinator is to support operations and staff function leaders in meeting the administrative requirements of the organization.

**Position reports to:** Executive Director

**Salary Range** \$18.00 - \$21.00 an hour depend on experience

**Job Responsibilities:**

- Providing administrative assistance for an array of informal and formal correspondence.
- Maintaining comprehensive and accurate Mana records, documents, and reports
- Answering incoming phone calls, emails, office visits, general inquiries and referring contacts to appropriate staff.
- Welcoming visitors and identifying the purpose of their visit before directing them to the appropriate departments
- Managing the Executive Director's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
- Maintains organization's calendars (Board/Committees/Events). Arranges meetings, conferences, video, audio teleconferences, and travel.
- Coordinating travel arrangements (both domestic and international) and create trip itineraries.
- Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects
- Organizes workflow and appointment by reading and routing correspondence.
- Protects operations by keeping information confidential.
- Keeps equipment operational by following manufacturer instructions and established procedures.
- Secures information by completing database backups.
- Provides historical reference by utilizing filing and retrieval systems.
- Contributes to team effort by assisting in events/meetings.
- Updates social media platforms to promote upcoming events, professional successes and opportunities.
- Assists with MANA website updates.

## **Qualifications**

- 2-3 years of administrative assistant experience and customer service
- Knowledge of basic online computer operation and procedures (MS Office suite; Word, Excel, PowerPoint and Adobe Acrobat)
- Strong organizational skills (detail oriented, ability to multi-task, etc.) with time management skills and ability to meet deadlines.
- Strong interpersonal skills with ability to work independently and as a team establishing and maintaining working relationships with others.
- Excellent verbal and written communication skills
- Problem-solving and decision-making skills.
- Ability to act as gatekeeper and escalate relevant information to executives as needed.
- Skilled in the use of standard office equipment (e.g., copiers, business telephone systems, projectors, fax machines).
- Ability to treat confidential information with appropriate discretion.
- Bilingual in English and Spanish preferred
- Bachelor's Degree Preferred

## **Typical Working Conditions/Benefits:**

- Normal professional office setting. Willingness to work flexible hours, including some evening and weekends.
- Travel to MANA sponsored events
- Must be able to lift 15 pounds infrequently.
- Successful Background investigation is required.

## **Application process:**

Submit resume, three references and cover letter to:

MANA de San Diego

Manasd@manasd.org

Email: [igonzalez@manasd.org](mailto:igonzalez@manasd.org)

Background check will be required of finalists.