

## Employment Opportunity: Director of Operations

Description: The Arizona Coalition to End Homelessness is a statewide organization with a mission to be the leader in efforts to end homelessness through advocacy, education, and coordination with local communities. The Arizona Coalition seeks a motivated professional for a full-time Director of Operations position to provide administrative oversight to the organization. Salary range is \$26,000 to \$32,000.

### Essential Responsibilities:

- Providing support for key special events, conferences, receptions, and activities
- Assisting the Executive Director with preparing and submitting program reports and proposals
- Scheduling, organizing, and assisting with activities such as appointments, meetings, conferences, and other organizational activities
- Coordinating board and committee meetings (including materials preparation, minutes, facilities, and catering)
- Coordinating the planning of presentations, meetings, and events for organization
- Representing the Arizona Coalition at various community meetings and events
- Providing administrative assistance to staff members and the Board of Directors
- Maintaining database systems, updating information, and completing data merges
- Updating the website as needed
- Communicates organization and member messaging through social media platforms
- Conducting internet research
- Processing credit card payments
- Paying bills and interfacing with the bookkeeper and tax accountant
- Providing clerical support that meets professional business standards
- Executing mail merges and preparing correspondence
- Being responsible for inventory and organizing office supplies
- Performing clerical duties, including processing incoming and outgoing mail, mass mailings, e-mail system, and copying.
- Answering and directing incoming calls from the organization's phone
- Developing and maintaining filing systems

### Qualifications:

- Associate degree or equivalent
- Three + years' experience in an increasingly responsible position
- Equivalent combination of education/experience may substitute
- Passion for the agency's mission
- MS Office proficiency
- Database knowledge, preferred
- Impeccable writing/editing skills
- Fluent on social media platforms
- Strong organizational skills and the ability to be detail oriented
- Ability to multi-task and the capability to work independently
- Ability to be professional in appearance and demeanor
- Strong communication and listening skills
- Some accounting knowledge

- Ability to manage budgets
- Initiative to improve processes and general operation
- Demonstrated team building, problem solving, analytical skills
- Access to reliable transportation and ability to travel statewide
- Demonstrated ability to work in high pressure, limited resource work environment

AZCEH is an equal opportunity employer. We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion, and training. We encourage applicants from all diverse groups to apply.

Send resume and cover letter to [coalition@azceh.org](mailto:coalition@azceh.org) or fax to 602-257-8951. You may mail also mail your resume and cover letter to:

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