

## **Director of Administration and Operations**

Driven by the fundamental belief that everyone who works hard deserves the opportunity to succeed, Opportunity Junction's mission is, "to help motivated Contra Costa County job seekers develop the skills and confidence to launch careers that lead to financial security." Since launching as a single job training and placement program in 2000, Opportunity Junction, headquartered in Antioch, has grown into a \$3 million organization providing training, mentoring, placement support and inspiration to struggling job seekers throughout Contra Costa.

Opportunity Junction's programs include administrative careers training, healthcare career pathways, career counseling, and placement assistance. We have received a score of 100 on Charity Navigator, reflecting the strength of the programs and the integrity and transparency of their operations.

### **About the Role:**

We are seeking a Director of Administration and Operations to join our team providing leadership and direction on all matters related to administration, including human resources, information technology, facilities, and purchasing.

The Director of Administration and Operations wears many hats at Opportunity Junction and reports to the President and CEO. This position has no direct reports but is supported, in part, by the Executive Assistant.

This position is subject to the Opportunity Junction hybrid work policy, which requires full-time in person work during the onboarding period and at least three days a week in-person after that.

### **Responsibilities:**

#### **People Management & Talent Development**

- Formulate, recommend, and implement organization-wide human resources policies, procedures, and controls.
- Provide inspirational leadership and support an organizational culture that reflects the values of excellence, integrity, relationship, and inclusion.
- Oversee and administer employee hiring, onboarding, benefits, performance management, appreciation, and termination.
- Lead the planning of weekly all-staff meetings, quarterly staff retreats, and staff events.
- Develop, procure, and oversee training and professional development programs and ensure compliance with required training.
- Champion Diversity, Equity, Inclusion, Accessibility, and Belonging principles throughout organization, create/promote DEIAB initiatives and programs.

#### **Administration & Operations**

- Ensure compliance with business permits, insurance needs, licenses, and annual filings.
- Provide controls on Finance functions, including preparing payroll and performing bank reconciliations.
- Oversee purchasing of supplies, equipment, and furniture, and the maintenance and repair of the facilities.

- Manage building remodels and office renovations.
- Manage vendor contracts.
- Manage overall IT in the building coordinate IT consultants for larger projects.
- Oversee and implement technical systems including the VOIP phone system, security system, and Google Apps.

#### **Competencies:**

- **Supports Talent Development** – Commitment to developing people to meet both their career goals and the organization's goals;
- **Project Management and Attention to Detail** – Able to plan and execute on extended multi-faceted projects while managing minute details with accuracy;
- **Plans and Aligns** – Planning and prioritizing work to meet commitments aligned with organizational goals;
- **Problem Solving** – Ability to identify and/or anticipate a problem, analyze the situation, offer and appropriate range of recommended solutions, and, as appropriate, decide on and implement course of action;
- **Communication** – Ability to use writing and verbal skills to effectively communicate a message to various audiences and document processes using appropriate language and correct grammar; and
- **Computer Savvy** – Proficient in Microsoft Office and QuickBooks. Experience with both data entry and data quality checking. Ability to learn new applications without instruction.

Opportunity Junction is an equal opportunity employer and welcomes applicants from all backgrounds. If you want to make a difference in the lives of low-income individuals, we encourage you to apply.

Pay range \$88,000-\$110,000 depending on experience and match to qualifications.

#### **Instructions for Applying:**

- Applications will be accepted by email only, addressed to Brianna Robinson (Brianna@opportunityjunction.org).
- Use the subject line Director of Administration and Operations.
- Please include only a short introductory email and attach your resume and a cover letter that demonstrates your interest in this position.