

United Ways of Texas Operations Coordinator

Job Description

United Ways of Texas (UWT) seeks a highly motivated professional to serve as **Operations Coordinator**. In its capacity as the state membership association for Texas United Ways, UWT focuses its work on both building the organizational capacity of local United Ways as well as enhancing and expanding the impact of local United Ways' work in their communities.

Given these functions, UWT seeks to hire an Operations Coordinator to provide administrative and project support for our small, dynamic team. This includes:

- Providing general administrative support to United Ways of Texas staff;
- Providing support for all statewide initiatives;
- Event Planning
 - Coordinate board meetings, including venue relations, materials preparation, taking minutes, etc.
 - Coordinate logistics for all conferences, regional events, issue focused meetings, and virtual gatherings throughout the year;
- Maintaining all membership and partner contact information;
- Maintaining all websites and IT communications;
- Coordinating and manage all social media;
- Providing support on various projects as needed, including tracking project task lists weekly;
- Maintain and cultivate relationships with local United Way staff, providing timely responses to inquiries and ensuring member satisfaction and retention;
- Support local United Way CEO onboarding;
- Handle inquiries from UWT community partners and individuals, answering questions and connecting individuals to appropriate personnel or resources;
- Support staff with State Employee Charitable Campaign (SECC) including meeting logistics, meeting minutes, Giving Nexus, updates to website, maintaining files and records, and overseeing the charity application process;
- Maintain office voicemail and phone services;
- Serving as a functional part of collaborative team;
- Other duties as assigned.

Hourly, remote position; starting at \$23.00 per hour with excellent benefits. Must be able to work M-F between the hours of 8:30 a.m. to 5:00 p.m. up to 30 hours per week. The position reports directly to the CEO. Applicants are required to reside in the Greater Austin area given the occasional in-person meetings. Start date of August 15, 2024 or earlier.

Qualifications

Required Experience:

- Minimum 2 years of experience in office administration
- Excellent verbal & written communications skills
- Must be organized, detail-oriented self-starter who can exercise independent judgment
- Able to work well under pressure
- Proficient in Microsoft Word, Excel, Access, Outlook
- Media, projector and Wi-Fi set up
- 'Can-do' attitude is essential!

Preferred Experience:

- At least 60 hours of college credit.
- Previous professional experience with nonprofit organization.

About United Ways of Texas

United Ways of Texas is the voluntary state association of Texas United Ways. With nearly 65 United Way members statewide, the association works to represent the public policy interests of our members, provide members education opportunities, and lead statewide initiatives designed to improve Texas communities.

Application Instructions

Please submit resumes with cover letter to Kimberlee Brown at kimberlee.brown@uwtexas.org. No phone calls or walk-in applicants. Relocation fees not paid. Equal Opportunity Employer.