



## **Program and Operations Coordinator**

### **Organization Overview**

Sunnyside Foundation's mission is to advance an intergenerational culture of learning by investing in projects rooted in courage, community, equity, and imagination.

Our vision is to drive resources back into the southside community so that every family has the capacity to cultivate their own learning experiences throughout their lifetime. Courage, community, equity, and imagination guide our investments, our fundraising efforts, and the way we operate as a non-profit.

### **Vision for the Program and Operations Coordinator**

The incoming Program and Operations Coordinator should be community-centered, collaborative, and committed to the mission and vision of the Sunnyside Foundation. The Program and Operations Coordinator will assist with all program and office needs at Sunnyside Foundation and work closest with the Director of Operations and Program Manager. The Program and Operations Coordinator will oversee the SF office and reception and serve as the lead on administrative tasks that support the programs, operations, and the overall mission of SF.

### **Position Summary**

The Program and Operations Coordinator position reports to the Director of Operations. This position is a multifaceted role that involves overseeing and coordinating various aspects of SF's programs and daily operations. Key responsibilities typically include assisting with program logistics, coordinating events, collaborating with different teams, and ensuring smooth day-to-day operations. This role often involves administrative tasks such as purchasing, answering phones, maintaining records, handling communications, overseeing SF volunteers, and supporting program development. The Program and Operations Coordinator plays a pivotal role in maintaining efficiency, fostering collaboration, and supporting the overall success of programs within the organization.

### **Responsibilities**

- Provide operational support for all Sunnyside programs, funds, and fiscal-sponsored projects, including, filing, data, purchasing and issuing payments, ordering program and office materials, data and budget tracking, and staffing support
- Serve as the on-campus presence to receive guests, answer office phones, interface with SUSD staff and partners, and ensure office needs are met
- Manage SF's donation platform, including data entry, regular updates and

- maintenance, compiling quarterly and annual giving reports
- Assist with donor research and recognition such as writing and sending donor letters in a timely manner
  - Support with the planning, coordination, and execution of Foundation fundraising and special events
  - Lead volunteer recruitment, communication, scheduling, and recognition efforts for SF
  - Support CEO and DOO with donor mailing, annual appeals, and impact reports
  - Receive and manage all incoming and outgoing mail for SF, including daily filing of incoming mail, organizing outgoing mail, and large campaign and donor mailings
  - Work with accounting team to provide weekly check requests, expense receipts and supporting documentation and keep expense/donation filing system in order
  - Provide HR support for new hires and contractors, processing documents, emailing HR packets, receiving information, and running E-Verify reports
  - Maintain and organize Google Drive for Sunnyside Foundation including, administrative IT supports, various SF emails, and digital filing system
  - Update board and staff calendars with meeting and community event dates
  - Support with board and other SF meeting preparations including agenda creation, food and snacks, communication with SUSD facilities and other space needs
  - Represent SF at various community outreach events and tabling opportunities
  - Develop engaging social media content
  - Assist with graphic design of digital and print materials
  - Utilize creativity and strategy to execute special projects that arise throughout the year

## **KNOWLEDGE, ABILITIES, AND SKILLS**

- Experience with office administration and volunteer management
- Highly organized with excellent attention to detail
- Ability to problem solve in fast-paced situations, leading volunteers and community members to solutions
- Capacity to work and thrive in a growing, fast-paced entrepreneurial organization that values collaboration
- Proficient in the use of personal computers, office productivity software, and common business computer technologies (e.g., Windows, Word, Excel, printers, copiers, and scanners)
- Excellent time management skills and ability to prioritize work and meet deadlines
- Excellent written and verbal communication skills
- Be self-directed, and demonstrate a strong ability to work well with a wide range of individuals and groups.

## **SPECIAL REQUIREMENTS**

- Willingness and ability to work late and work weekends on occasion
- Transportation to attend meetings, events, and various functions as required
- Work in-person four days a week (M-Th) and remotely on Fridays

## **Compensation**

This is a full-time, 40-hour exempt position with a salary of \$45,000 on an annualized basis.

## **Benefits**

- Employer-covered health care insurance provided through UnitedHealthcare
- Simple IRA plan administered by Aspirational Wealth Management with a 2% employer contribution
- 18 paid holiday days
- 40 hours paid time off, with incremental increases depending on years of service
- Sick leave

## **Location**

Sunnyside Foundation is headquartered at SUSD Los Ranchitos Resource Center, 2054 E. Ginter Road

## **Reporting**

- Reports to: Director of Operations

## **How to Apply**

Please send resume and cover letter to [info@sunnysidefoundation.org](mailto:info@sunnysidefoundation.org) by 5 p.m. on Tuesday, February 27, 2024.

## **Equal Opportunity Employer**

Sunnyside Foundation is an equal opportunity employer. We celebrate diversity in our workplace and we hire the most qualified candidates without regard for age, ethnicity, gender, gender identity or expression, language differences, nationality or national origin, family or marital status, physical, mental, and developmental abilities (or the perception of a disability), genetic information, race, religion or belief, sexual orientation, skin color, social or economic class, education, work and behavioral styles, political