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Oakland, CA 94607  
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## OPERATIONS ASSOCIATE (PART-TIME)

### Organization Overview

In youth sports, a well-trained, caring coach can make all the difference, helping kids translate skills learned on the playing field — persistence, teamwork, leadership and empathy — into success in school and beyond.

In poverty-stricken communities, there are kids who want to play sports, but too often the key ingredient is missing – a qualified, well-trained coach to fill that vital mentor role. Having a strong role model can have an outsized impact on kids facing the daily stresses of poverty, from higher rates of exposure to domestic violence and crime to skipping meals because often, families are forced to choose between putting food on the table and paying the rent. Coaching Corps is fueling a movement of skilled coaches to give kids in these communities the sports mentors they want and deserve. By partnering with more than 200 afterschool programs across the country, we're providing more than 100,000 underprivileged kids a year with the opportunity to play sports under the guidance of a caring, well-trained coach.

### Position Overview

Coaching Corps' Operations Department is looking for candidates to fill an entry-level position. The ideal candidate has exceptional customer service skills, an eagle's eye for detail, and knows how to thrive in an ultra-collaborative team environment. Reporting to the Chief of Staff, the Operations Associate will be the linchpin that assists the various departments at Coaching Corps to operate as effectively as possible.

### Key Responsibilities

#### **Office Management**

- Maintain office supplies and equipment for HQ, satellite offices, and remote staff
- Assist all departments with their mailing projects
- Open and distribute mail accordingly
- Primary point of contact for vendors, service providers, and building management
- Maintain order in common areas
- Additional tasks as determined by Chief of Staff

#### **Administrative Support by Department**

- Program
  - Maintain, replenish inventory of training/evaluation materials and coach gifts
  - Responsible for accurately competing data entry of forms collected in the field
- Program Evaluation
  - Manage subscription renewals and for evaluation software
  - Tracking the return of evaluations from regional trainings to HQ
  - Evaluation data processing
- Fundraising
  - Serve as primary back-up when Development Associate is away
  - Enter donations into Salesforce database
- Technology (Training provided. No experience needed.)
  - Handle basic database support operations: updating reports and mass uploads
  - Assist with basic analytic projects as needed

## Qualifications

- Proactive, self-motivated problem-solver.
- Excellent time management skills and able to manage multiple projects simultaneously and meet deadlines.
- Demonstrated strong employee customer service ability with excellent interpersonal skills.
- Professional, diplomatic and able to serve a variety of constituents with fairness and tact.
- Ability to maintain confidentiality.
- Excellent written and verbal communication skills.
- Strong computer skills including MS Office Suite.
- High level of skill and accuracy with figures and filing.
- Familiarity with Salesforce or a related data management system is a plus.
- Bachelor's degree is a plus.

## How to Apply

Please send a PDF of your resume and cover letter to Gladys Garcia, Chief of Staff. Direct your email to [careers@coachingcorps.org](mailto:careers@coachingcorps.org) with "Operations Associate" in the subject heading. Extra points if you describe why formatting is important when communicating in written form, or if you share an example of when it would be appropriate to use VLOOKUP.

Coaching Corps is proud of its family-friendly, healthy, and engaging work environment. Coaching Corps offers highly competitive salaries and benefits.

Coaching Corps is an equal opportunity employer that values the diversity of its staff, partners and constituents. Minority candidates are strongly encouraged to apply.