



Job Description

Job Title: Operations Coordinator	Job Family: Administrative / Program Support
Reports to: Director of Operations	FLSA Status: Exempt

Job Summary

Performs complex administrative and operations to support work for the Board and Executive Director. Responsible for coordinating Board relations, supporting procurement and contract management activities, assisting with monitoring efforts (including Equal Opportunity compliance), and managing Executive Director travel in accordance with applicable policies and guidelines. Works under general supervision with moderate latitude for initiative and independent judgement

Essential Job Functions

- Coordinates Board and committee meetings, including notices and postings in compliance with the Open Meetings Act
- Prepares and maintains meeting minutes and official Board records
- Maintains Board member records and supports coordination of appointments with the Texas Workforce Commission
- Coordinates logistics for Board and committee meetings, including meeting space, materials, and required postings
- Assists with small purchase procurements and formal procurements, including obtaining quotes and maintaining required documentation
- Maintains contract files and tracks term dates, renewals, and key requirements
- Supports preparation of procurement and contract documentation to ensure compliance with applicable regulations
- Assists with preparation for monitoring reviews, including fiscal, programmatic, and Equal Opportunity (EO) monitoring
- Tracks corrective actions and maintains supporting documentation
- Coordinates Executive Director travel in accordance with Board policy and FMGC guidelines
- Maintains organizational records, vendor lists, and databases
- Assists with facility coordination and inventory support as needed
- Performs other duties as assigned



Education and Skills Requirements

- Bachelor or associate's in business administration or related field, or high school diploma with four (4) years of progressively responsible administrative experience
- Strong organizational and recordkeeping skills with attention to detail
- Ability to work independently and exercise sound judgment
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint)
- Strong written and verbal communication skills
- Ability to prepare and proofread professional documents with accuracy
- Ability to interpret and apply policies, procedures, and regulatory requirements
- Ability to maintain confidentiality of sensitive information

Physical Demands and Work Environment

The work is performed in an inside office setting with moderate noise level, and outdoors as related to task performance. This job frequently requires the employee to stand; walk; sit; use hands; climb stairs; balance; stoop; kneel; read; talk or hear. The employee must lift and/or move up to 25-50 pounds. Specific vision abilities include close vision and the ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The employee should never attempt to lift more than 50 pounds. Ability to travel frequently within the 12-county area.

Benefits

- ✓ Paid Time Off (PTO) up to 160 for eligible employees, provided on January 1 of each calendar year. PTO is prorated for new employees based on their hire date
- ✓ 15 paid holidays per year, including one floating holiday
- ✓ 3 Wellness Days per calendar year to support personal well-being
- ✓ Medical, dental, and vision insurance paid by employer
- ✓ Paid life insurance, long term disability, and AD&D
- ✓ Voluntary life insurance available with employee payroll deduction
- ✓ 401 (k) savings with a company 4% match

Salary Range: \$47,000 - \$50,000 annually, commensurate with experience