



Operations Coordinator

Job Description

Job Title: Operations Coordinator

Reports To: Director of Operations

Job Status: Full-time, regular – Non-Exempt, Essential Staff

Hours: 40 hours per week, hours varies weekly

Job Summary: The Operations Coordinator assists the Director of Operations with ensuring that the day-to-day functions of transportation, vocational training, and maintenance/facilities are operating smoothly, effectively and efficiently. The ideal candidate for this position is highly organized and a strong communicator. This person will work collaboratively with a variety of clients, team members, donors and partners.

Job Duties & Responsibilities:

Coordinate Mission vehicles that transport clients to and from appointments, interviews, vocational training, work and other essential needs.

- Maintain schedules on spreadsheets. Updating and keeping everyone in the know as changes occur.
- Work with transportation team to ensure client's safe and timely transport to their destination.
- Ensure constant contact between all parties to make sure clients are picked up and brought back to the Mission or vocational training site as soon as possible.

Coordinate Mission vehicles transporting reclaimed food from providers to the Mission. Schedule food to be distributed throughout our community by approved non-profit partners.

- Communicate with RRM kitchen staff to understand the needs of the Mission.
- Maintain schedules on spreadsheets. Updating and keeping everyone in the know as changes occur.
- Work with transportation team, providing them with directions and schedules, to maximize efficient pick up services we provide to our partners providing food to the Raleigh Rescue Mission.
- Support and grow existing and potential partnerships with vendors and partners.
- Communicate with non-profit partners as to the needs we can help them with and schedule accordingly.

Coordinate third party vendors that are providing preventative maintenance and scheduled maintenance for our facilities. This includes all equipment, grounds, vehicles and master lease properties.

- Work with vendors that provide preventative maintenance, keeping them on a consistent schedule and ensuring proper procedures and codes are followed.
- Schedule maintenance team to perform preventative maintenance, projects and unexpected work as it arises.
- Coordinate with managers as to the scope of work and determining timelines.
- Keep maintenance and inspection records current.

Coordinate vocational training schedules throughout all of our training areas.



- Work with the different managers to determine the needs and number of clients per vocational training area.
- Coordinate schedules and make adjustments as needed.
- Maintain schedules on spreadsheets. Updating and keeping everyone in the know as changes occur.

Coordinate supplies being delivered to the Mission from donors, partners, and vendors.

- Coordinate with donors and partners hosting drives on behalf of the Raleigh Rescue Mission.
- Work with managers determining their needs and ordering from vendors accordingly.
- Support and grow existing and potential partnerships with vendors and partners.
- Maintain schedules on spreadsheets. Updating and keeping everyone in the know as changes occur.

Job Skills & Requirements:

Raleigh Rescue Mission considers every position one of Christian ministry and every person a vital and valued part of our team. Therefore, it is essential that all employees of RRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

- Associates or bachelor's degree in Business Management or related field preferred
- Minimum of 3 years experience in operations
- Excellent verbal and written communication skills
- Demonstrated ability to work effectively with all levels of the organization
- Excellent organizational skills with attention to detail
- Must be able to prioritize and remain flexible to ever-changing needs
- Ability to share the love of Jesus Christ with others and have a desire to help them grow in their relationship with God