



Operations Coordinator

Full Time / Non-exempt
ASP of NY

Job Summary

The Operations Coordinator is tasked with ensuring the information technology systems are in good working order, maintaining an up-to-date inventory of software and hardware and addressing day-to-day user support needs. Additionally, the Operations Coordinator creates and administers the schedule of facility and safety maintenance. This position reports to the Director, Operations.

Job Responsibilities

Facility and Operations

- Assist in the scheduling of activities in the facility
- Manage central schedule for operations and facility team
- Coordinate schedule of daytime and evening cleaning personnel
- Schedule employee trainings, including quarterly security trainings and bi-annual First Aid certification
- Coordinate the scheduling of required inspections and infrastructure maintenance, including FDNY compliance and cooling tower maintenance
- Schedule and liaise with facility vendors
- Learn the front desk operation; fill in as needed
- Respond to additional requests from Director, Operations

Technology

- Provides assistance for basic technology issues and questions, such as installing printers, mapping network shares, installing software, providing first-level virus response.
- Day-to-day help desk support
- Maintain inventory of software and hardware
- Order and set up new equipment; prepare old machines for discarding
- Run monthly maintenance for all staff computers
- Ensure all technology equipment is in good working order

Qualifications

- 2-3 years of relevant experience in related administrative experience.
- Strong verbal and written communication skills.
- Strong interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization.
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks.
- Highly detail-oriented, organized, and motivated.
- Knowledge of general computer maintenance.



- Strong troubleshooting and problem solving skills.
- Discretion and sensitivity in handling and safeguarding confidential information
- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts.
- Ability to clearly articulate the All Stars mission and strategies to a broad range of people.

HOW TO APPLY

Submit cover letter and resume with minimum salary requirements to jobs@allstars.org. Please indicate "Operations Coordinator" in the subject line of your email for fastest consideration.