



Job Description - Position Profile

Position Title: Operations Administrator

Reports To: COO

Classification: Exempt

Position Summary:

The Operations Administrator provides comprehensive operations and administrative support and will manage projects associated with operations, grant management, human resources, programs, governance, and special events.

Primary Responsibilities:

- Leads comprehensive operational and administrative projects. Works effectively both independently and collaboratively with the CEO, COO, and other SAFE leaders.
- Develops and maintains SAFE's operations filing systems. Prioritizes and manages internal and external communications and distribution of critical information.
- Manages human resource functions to include staff onboarding, training and development, payroll process support, employee file maintenance, and employee relations.
- In partnership with the CEO, COO and/or other team members, assists with and/or lead the creation/scope of organizational project(s). Implements collaboratively according to mutually agreed upon timelines.
- Provides grant management support to include development of a grants and funder matrix.
- Initiate or assist with development of and documentation of processes, procedures, and systems for growth and organizational (cross functional) effectiveness.
- Provides support to Board of Directors and related committees – onboarding, rosters, updating participation records etc. Schedules and prepares for Board meetings including advance materials, minutes, set-up and any necessary follow up.
- Provides social media and marketing support as necessary.
- Active in creating and demonstrating organizational culture of co-creation, innovation, collaboration, learning and fun.



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Qualifications:

- Bachelor's degree preferred or at least 5-years of executive administrative experience in an office setting
- Understanding of and commitment to SAFE's mission that all families have the right to thrive
- Proficient in Microsoft suite of products
- Excellent written and verbal communication skills
- Savvy with social media platforms
- All SAFE staff members are expected to function as self-directed members of a collaborative team, to model professional standards and SAFE Vision to achieve a sustained culture of health, wellness and economic stability for the children and families of Talladega County, the region and state

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE are employees "at-will". I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date