



Job Title:

Operations Assistant

Vera Court Neighborhood Center, Inc.

Posting Date: March 30, 2023

Deadline: April 24, 2023

Organization Overview:

The Vera Court Neighborhood Center, Inc is a dynamic and thriving agency that operates two neighborhood centers: Vera Court Neighborhood Center (VCNC) and Bridge Lake Point Waunona Neighborhood Center (BLW). Together they play a significant role in supporting our diverse communities, especially on the North and South Sides. The agency aims to strengthen our community and improve lives by providing quality programming in the areas of youth education and support, adult services, and intergenerational health and well-being.

Administrative Assistance:

- Provide a professional and welcoming presence answering phone calls and responding to voicemails
- Set up space for events and meetings including audio and visual equipment
- Assist community members with phone calls, fax, copies, general information and referral services as needed.
- Assist adult community members in computer lab during regular computer lab hours.
- Opening, sorting, and distributing incoming correspondence, including mail, faxes, and general email.
- Maintain office and other center supplies by routinely ordering and organizing supply closet.
- Organizing administrative files, contracts, human resource materials, and all agency files.
- Prepare and organize all receipts, invoices, and billings for the Director of Operations.
- Filing and retrieval of documents, records, and reports.
- Maintain hard copy and electronic file system for all invoices, contracts and MOUS.
- Keeping a data base with board, staff, and steering committee members' information including demographics and other relevant data.
- Serve as the liaison between the VCNC agency and all contracted medical insurance agencies.
- Assisting organization's governing board by emailing meeting reminders, agendas and gathering and filing minutes from monthly meetings.
- Complete all required registration/certification for agency operations.
- Assist with the annual submission of United Way SECC documents.
- Assist Operations Director, Agency Accountant and Ex Director with the management and organization of all documents required for the annual GAAP Audit.

Fund Development Assistance:

- Implement a communications and outreach plan to maintain a high level of visibility through Vera Court's and BLW's website and social media pages, e-newsletters, and mailings.





- Assist with updating the donor database with all gifts and pledges as they arrive.
- Prepare and assist with sending tax-deductible letters within 48 hours of receipt.
- Log and deposit all incoming donations at the bank on a weekly basis.
- Work with Fund Development Director to ensure prompt thank yous, recognition, and communication with all donors.
- Assist with the grant proposals both independently and in collaboration with Fund Development Director and program staff.
- Assist with the coordination of grant reporting and data collection with the Fund Development Team, Director of Operations, and program staff.
- Assist Fund Development Team with researching prospective foundations and grant opportunities.
- Assist with spring, summer, fall, and end of year appeals.
- Monthly updates with Agency and Program Staff to ensure all outcomes and objectives of current grants, agency funding, and RFPs are on schedule to be successfully completed.
- Assisting in special events, including community events and fundraising activities.

Desired Qualifications:

- At least 2 years' experience in an administrative roll
- Strong verbal and written communication skills
- Ability to maintain an orderly, productive and respectful work environment
- Appreciation of ethnically diverse populations
- Excellent time management and prioritization skills
- Proficient skills with Google Workspace
- Ability to multi-task, demonstrate leadership and take directions
- Bilingual (English/ Spanish) candidates are strongly encouraged to apply
- Must be 21 years old with a valid driver's license and clean driving record, as required by our agency's insurance

Average Schedule: Primarily 9:00-5:00 Monday to Friday with occasional evening or weekend hours

Salary & Benefits: This is a full-time position with a salary of \$43,000 and a generous benefits package including: 8 paid holidays, 2 weeks paid vacation (increases with longevity), personnel hours, sick leave, health and life insurance, 403(b) retirement plan with up to 5% employer match, and more.

Process: Interested applicants should email resume and cover letter to hopej@veracourt.org. Qualified applicants will be interviewed on a rolling basis until position is filled.

