



Job Title: Operations Assistant

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 Southeast 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.

The Operations Assistant serves as an integral part of the agency, lending support to administration, fundraising, marketing, human resources and daily operations of the centers. The agency is looking for a creative and organized individual who will be a strong addition to our growing team. This position operates out of the Vera Court site and reports directly to the Operations Director.

Primary Responsibilities

The responsibilities listed are the current primary responsibilities of the role. These are subject to change as the role progresses.

Development/Fundraising

- Assist in the development and implementation of annual fundraising campaigns
- Assist in the planning and execution of fundraising and friendraising events
- Assist in development team in donor cultivation
- Assist in marketing efforts such as newsletters, social media and more

Operations

- Prepare and organize all receipts, invoices, and billings for the Director of Operations
- Serve as the liaison between the VCNC agency and all contracted medical insurance agencies
- Assisting in the organization's governing board by emailing meeting reminders, agendas and gathering and filing minutes from monthly board meetings
- Complete all required registration/certification for agency operations

Administration

- Filing and retrieving of documents records and reports
- Assist community members with phone calls, fax, copies, general information and referral services needed
- Opening, sorting and distributing incoming correspondence, including mail, faxes and general email
- Organizing administrative files, contracts, human resource materials, and all agency files





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 multitask, 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 \$47,000 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 the position is filled.

