



OPERATIONS COORDINATOR JOB ANNOUNCEMENT

TITLE	Operations Coordinator
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Director of Operations
LOCATION	Santa Ana, California (on-site)

Who is Charitable Ventures and who is Project Kinship?

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

Fiscally sponsored by Charitable Ventures, the mission of Project Kinship is to provide support and training to lives impacted by incarceration, gangs, and violence through hope, healing, and transformation. Since its founding in 2014, Project Kinship has experienced significant growth as an organization and is now providing support for re-entry to schools and the workforce.

Do you have a passion for impacting the lives of people affected by incarceration, gangs, and violence in the community?

If so, your passions align with the Charitable Ventures/Project Kinship mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Support the operations of the Project Kinship organization?
- Work with an innovative leadership team to generate change in your community?
- Support the critical work of the social sector?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.



Job Summary

Reporting to the Director of Operations, the primary responsibility of the Operations Coordinator is ensuring organizational effectiveness by implementation of the organization's daily operations.

The Operations Coordinator will focus on improving operational systems, processes and policies in support of organization's mission - specifically, support better management reporting, information flow and management, business processes and organizational planning. The Operations Coordinator will work to manage and increase the effectiveness and efficiency of service delivery as well as the coordination and communication between support and business functions.

What the Operations Coordinator Does

- Develops and administers organizational policies and procedures
- Maintains continuous lines of communication with Directors and Staff
- Ensures adherence to organizational security and privacy policies
- Provide program administration support for grant-funded or contracted programs, including managing budgets, staff schedules, reports, and record-keeping
- Problem solves with Program staff on matters related to IT, office space, purchasing, training support
- Works closely with the Director of Operations, staff, and interns to ensure smooth daily operations, staff schedules, and excellent client services
- Will have a broad understanding of Proposition 47, priorities are to provide mental health services, substance use disorder treatment and diversion programs for individuals in the criminal justice system; provide housing-related assistance, case management, peer support, recovery services, life skills, job skills training and civil legal services.
- Organizes office operations
- Completes purchases as approved by the Director of Operations
- Ensures inventory is complete
- Assists with general administrative duties as needed
- Attends meetings and trainings as required
- Other duties as assigned.

What are the desired qualifications?

- Must possess a valid California driver's license and proof of insurance
- Must complete a Live Scan background check

Compensation

Commensurate with experience, education, and market the pay rate for this position is \$26.50 per hour.

Applications: Please send cover letter and resume to aaron@projectkinship.org



Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.