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**Job Description**

**Operations Coordinator**

**Job Title**: Operations Coordinator

**Job Status**: Full Time

**Reports To**: Operations Manager

**Job Purpose:** The Growing Gardens Operations Coordinator plays an important role in coordinating, developing and implementing the operational, administrative and HR processes that support the organization. The Operations Coordinator is actively engaged in the Community Garden program to support gardeners and coordinate Community Garden educational workshops and community building events. The Operations Coordinator is also instrumental in helping advance the Justice Equity Diversity and Inclusion work of Growing Gardens.

**Operations Coordinator Major Job Duties**

* Work with Operations Manager to manage registration systems and donor database for the organization (DonorView and Camp Minder)
* Input donor information into our database and generate/ send thank you notes
* Invoicing and tracking for program participants, events and sponsors
* Help coordinate community garden program and plan community building and educational events
* Help coordinate and manage the JEDI goals and projects of the board and staff
* Interact and answer questions via phone, email and in person with various participants, supporters and community members

**Operations Coordinator Specific Job Duties**

**Donor Management**

* Input, update, and organize donor information into our database (DonorView)
* Generate, email, and store donor thank-you letters
* Help plan and execute Donor Thank You party in June
* Compile donor reports in conjunction with the Development team for various fundraising campaigns, winter appeal and events

**Registration and Invoicing**

* Work with Operations Manager to manage registration system and donor database for the organization
* Creates and manages Summer Camp and School Day Off registration in Camp Minder
* Generate and send invoices to program participants, event participants and corporate sponsors
* Follow up on invoice payments
* Prepare registration sheets for children’s programs and community classes
* Generate and send confirmation letters to program registrants
* Prepare weekly registration report for all programs to share with Marketing and Program teams

**Community Garden Program**

* Communicate with Community Gardeners through emails, phone calls and at events
* Help with monthly newsletter for Community Gardeners
* Plan and implement community building events for community gardeners, these include workshops, garden parties and organizing guest speakers

**Justice, Equity, Diversity and Inclusion (JEDI)**

* Support individual staff goals and team goals around the JEDI goals for the organization
* With Operations Manager help coordinate the JEDI committee which includes board and staff members
* Compile reports from various teams regarding JEDI goals, challenges and highlights and bring these to all-staff meetings one time each quarter

**Volunteer Coordination**

* Set up our volunteer registration platform in DonorView, and add dates to this calendar on an ongoing basis.
* Assisting in volunteer coordination by receiving volunteer emails and calls and assigning volunteers to pre-scheduled tasks.
* Following up with volunteer questions and send thank yous to groups

**Human Relations Coordination**

* Compile and track all required tax forms, background check and trainings for staff and interns in compliance with org policies and Childcare License
* Assist with hiring and onboarding new hires (staff and interns)

**Community Building**

* Maintain list of staff birthdays and major life events and bring snacks to staff meetings to celebrate important events throughout the year
* Work with Executive Director to plan and implement a team-building day each month. These include happy hours, all staff work days, intern graduations and staff planning sessions.
* Help with Growing Gardens community events as needed

**General Admin**

* Communicate with the public through emails, phone calls and at events
* Help with website updates
* Maintain Google Calendars for Growing Gardens
* Respond to various requests from our team- these vary depending on season and project