

## Operations Coordinator Family & Youth Initiative



### **ABOUT FAMILY & YOUTH INITIATIVE**

Family & Youth Initiative's (DCFYI) mission is to create community and lasting relationships for teens and young adults in foster care. Our community-based programming includes events that bring together teens and caring adults so they can get to know each other. Relationships that start at these events lead to adult-teen matches for mentoring, host parenting, and adoption. Our mentors and host parents support youth as they explore and start post-secondary education and/or careers and develop the social and emotional skills and self-confidence needed to lead productive, self-sufficient adult lives.

**DCFYI is looking for an Operations Coordinator to support our work.**

### **WHY YOU WANT THIS JOB**

- You believe every young person deserves support as they transition into their adult lives.
- You're looking for a job with flexibility.
- You are a detail-oriented person who gets excited about organization.
- You know that a nonprofit is only as strong as its foundation and you want to invest in ensuring DCFYI's internal processes and operations flow smoothly.
- You are excited to take ownership and bring ideas to the table to improve our work.
- You are excited to be on a small team where your voice is not just valued, but necessary.

### **HOW YOU WILL DO THE JOB**

Working a minimum of 15 hours a week with some weeks increasing up to 25 hours during busy seasons, you will provide critical support to the DCFYI team. You will help on-ramp volunteers, plan events, appreciate donors, and communicate with our network. Your role will be critical to ensuring our organization runs smoothly and we will value your perspective and voice. Ideally, you're the kind of person who sees a need and fills it. While we need you to be based in DC, post-COVID restrictions, you will be able to work remotely except for tasks that require being in the office. You will also be able to set your own schedule outside of the weekly staff meeting. This position is paid \$19/hour and receives one week paid vacation. Applications will be accepted on a rolling basis until the position is filled.

### **PRIMARY RESPONSIBILITIES**

- A. Program Support
  - a. Manage the volunteer application process, overseeing orientation logistics, ensuring all necessary background checks and references are completed;
  - b. Maintain the volunteer database;
  - c. Support trainings and program event logistics, assisting in planning events, working with sponsors, and ensuring events run smoothly;
- B. Fundraising & Donor Appreciation

- a. Oversee donor appreciation efforts, including preparing donor thank you letters, and system of other donor acknowledgements;
  - b. Maintain the donor database;
  - c. Provide logistical support for fundraising events and grant applications.
- C. Communications
- a. Manage communications, including quarterly mailed donor newsletter and monthly emailed newsletter;
  - b. Maintain and update the organization's website;
  - c. Manage the organization's social media pages;
  - d. Respond to general information inquiries.
- D. Operational Support
- a. Provide administrative support to the Executive Director for organizational operations, including expense tracking and maintaining business records.

***THIS JOB IS RIGHT FOR YOU, IF YOU:***

- Take initiative and problem-solve to improve DCFYI's work
- Are highly organized and able to implement systems to keep others organized as well
- Pay close attention to details and understand how they affect the big picture
- Can work independently
- Are comfortable working in a culturally diverse environment
- Have strong written communication skills
- Are ready to roll up your sleeves and do what is needed to accomplish DCFYI's mission

***YOUR BACKGROUND SHOULD INCLUDE:***

- Experience providing administrative or logistical support
- Excellent computer skills and ability to quickly learn new programs
- Experience with database system and website development platforms
- Experience keeping other team members organized

***HOW TO APPLY FOR THIS JOB***

Please complete the form at [www.dcfyi.org/dcfyi-operations-coordinator-application](http://www.dcfyi.org/dcfyi-operations-coordinator-application) and upload a resume. Applications that do not respond to the questions or do not include a resume will not be considered or contacted. Questions can be emailed to [info@dcfyi.org](mailto:info@dcfyi.org). No phone calls, please.

***Employment contingent upon successful completion of background checks***

*Family & Youth Initiative is an equal opportunity, affirmative action employer, and does not discriminate on the basis of race, color, religion, gender, sexual orientation, or national and ethnic origin in hiring or employment.*