

# OPERATIONS COORDINATOR

## EB PREC 2020 JOB DESCRIPTION

### ABOUT OUR COOPERATIVE

The East Bay Permanent Real Estate Cooperative is a multi-stakeholder coop that facilitates BIPOC and allied communities to cooperatively organize, finance, purchase, occupy, and steward properties, taking them permanently off the speculative market. We create community controlled assets and empower our communities to cooperatively lead a just transition from an extractive capitalist system into one where communities are ecologically, emotionally, spiritually, culturally, and economically restorative and regenerative.

We are a team of six full-time and part-time staffers. As a candidate, you will be eligible for Staff Ownership in the coop after a candidacy period of 12 months and 500 hours. (Review our [bylaws](#) to learn what it means to become a Staff Owner.) You will be expected to develop your capacity to operate effectively in a collaborative and non-hierarchical collective. At times this may look like taking direction from other staff or community members, holding yourself accountable for responsibilities, stepping into leadership roles, or sharing leadership with other cooperative members.

### PURPOSE OF THE POSITION

The **Operations Coordinator's main purpose** is to keep the coop running smoothly by leading on administrative and HR tasks, coordinating internal projects, and creating and implementing policies and systems to help us become more effective. You'll have a bird's-eye view of the coop's overall initiatives and functions, and you'll help the staff stay accountable to our goals by coordinating meeting agendas and helping us follow up on our tasks and to-do's. We'll rely on you to maintain the internal functioning of the coop so the rest of us can focus on our external projects without worrying about any balls getting dropped.

## MAJOR RESPONSIBILITIES

1. Lead the Admin Circle, which is responsible for the smooth internal functioning of the organization, and help coordinate internal committees and Circles
2. Coordinate agendas and support the facilitation of Admin, Governance, and Staff meetings; support the coordination of Finance, People, and Projects meetings as needed; help staff create reasonable timelines for initiatives and follow up on tasks and to-do's outside of meetings to ensure accountability to our goals
3. Have weekly or other regularly scheduled check-ins with each staff member to support with organizing, prioritizing, and completing tasks
4. Lead on HR functions, such as hiring and onboarding new staff, facilitating our evaluations process, proposing and managing benefits, and stewarding our conflict resolution process
5. Update our employee and member handbooks by helping write policies and protocols to ensure healthy staff, board, and member relations
6. Schedule and coordinate staff retreats and internal workshops and trainings
7. Propose and steward new or ongoing systems, tools, and protocols to keep us running efficiently
8. Implement new CRM (client relationship management) software to help us organize and maintain our relationships with our investor and community owners,
9. Onboard staff to tools and systems (such as Asana, Slack, CRM, databases, etc.) and create reference guides or act as the point of contact around technical issues
10. Track vendor and software accounts and support staff in managing technical assistance
11. Run payroll every two weeks to ensure staff and contractors are paid accurately and on time
12. Work closely with the Finance Director to do light bookkeeping and make payments to vendors
13. Create and maintain protocols for file/document storage and transparent information-sharing throughout the coop
14. Ensure corporate and legal compliance by keeping us up-to-date on our paperwork
15. Order supplies, furniture, and equipment for shared office space (when we go back to the office) and coordinate rotation of staff roles for things like office maintenance
16. Support staff in updating and printing promotional and educational materials to have on hand
17. Cooperate! We all carry the load collectively, and we all support the growth of the cooperative outside our major focus areas as needed. You may be asked to support other staff in various projects beyond your area of focus, to help carry our collective work forward. This is an important part of our staff dynamic, and reflects our commitments to solidarity and personal growth.

## DESIRED QUALITIES/EXPERIENCE:

- Must be based in the East Bay
- Excellent writer and communicator
- Excellent time management, organization, and prioritization skills
- Excellent follow-through and task completion; experience project managing
- Adept at learning computer/online tools and campaign/project management systems such as Google Suite, Asana, Mailchimp, etc.
- Experience with managing CRMs and databases
- Ability to troubleshoot technical and IT issues
- Strong commitment to anti-racism and anti-oppressive movement building
- Strong commitment to collective decision-making and working in a staff collective
- Self-motivated, flexible, and committed to responding to the needs of the community
- Experience building and developing cooperative and social justice organizations, campaigns, and programs (either as primary leader or part of leadership cohort)
- Experience with organizational development including but not limited to: management of operations, strategic planning, and facilitation of meetings
- Experience with or interest in human resources (HR) skills such as facilitation, supervision, and conflict resolution

## HOURS, PAY, AND BENEFITS

This position can be **part time** (20 hrs/wk) **or full time** (30 hrs/wk), at \$25/hr. EB PREC offers Paid Time Off (PTO) and paid holidays.

## HOW TO APPLY

Please send your resume and cover letter to [jobs@ebprec.org](mailto:jobs@ebprec.org). Feel free to address the following questions in your cover letter:

1. What excites you most about our cooperative?
2. What role have you held in the past that you sense is most similar to this the role described or what life experiences have you had that you sense have prepared you most for this role?
3. What challenges would you anticipate, if any, in taking this role?
4. What would your ideal hours be if you were to perform this role?
5. Describe one thing you've learned about our organization while researching this opportunity.

EB PREC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender

identity, national origin, veteran or disability status. BIPOC, queer and trans, women and gender non-conforming applicants are strongly encouraged to apply.