

## VACANCY: Operations Assistant

Full-Time, Hourly (non-exempt)

Start Date: Position is open until filled

Compensation: \$17-\$20/hr. DOE



5cities homeless coalition  
resources. support. hope.

**5Cities Homeless Coalition** is an AA/EEO Employer.

To apply for this position, complete a 5Cities Homeless Coalition Application for Employment, and email it along with a current resumé to [jessica.sawyers@5chc.org](mailto:jessica.sawyers@5chc.org). Applications available online at [5CHC.org/employment](http://5CHC.org/employment).

---

5Cities Homeless Coalition is transforming lives in San Luis Obispo County. The Coalition strengthens the community by mobilizing resources, fostering hope, and advocating for those who are homeless or facing homelessness. Our efforts focus on helping the most vulnerable in our community maintain dignity while working toward a new home (or retaining their home). Our work goes beyond the immediate, to ensure clients have the plan, skill sets, education and financial means to be successful and self-sufficient. Since its inception in 2009, 5Cities Homeless Coalition has developed strength as a community leader by working closely with other community agencies and organizations, and has become the "go to" agency for housing and supportive services. We are working to build an engaged community that understands the complexities of homelessness and actively shares the responsibility of creating and implementing solutions to reduce it. 5CHC operates services throughout San Luis Obispo County, with a special focus in South County, connecting our clients to a comprehensive continuum of homelessness prevention, street outreach, employment preparation and placement assistance, individualized case management, supportive services, and housing solutions.

### Position Summary

Reporting to the Associate Director, the Operations Assistant performs clerical and support services for business office operations. This position may assist with budget monitoring, financial transactions, program files, client documentation, data management, and the preparation of invoices, records and reports.

### Responsibilities

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Maintain databases and ensure information is accurate and up-to-date.
- Assist with bookkeeping, payroll, human resources and record-keeping functions.
- Prepare supporting data and assist in developing correspondence, meeting materials, invoices, reports and other documents.
- Assist in preparation and completion of financial statements, budgets, and accounting projects as needed.
- Support fundraising activities and events.
- Handle purchasing and inventory functions.

### Qualifications

- Highly organized, self-motivated, able to work independently, and ability to work with attention to detail.
- Strong interpersonal skills and the ability to create and maintain collaborative work relationships within the organization and with external stakeholders.
- Proficient with MS Office software. Experience with database systems preferred.
- Ability to work well with a diverse population, including clients, donors, community partners, and coworkers.
- Minimum three years' business operations and/or administrative support experience in community organizations, government agencies, nonprofit organizations or businesses. Experience working effectively with volunteers and board members preferred.
- Two years of college in any discipline at a minimum; four-year college degree preferred.
- Should possess the ability to vary hours as demanded by job activities. Evenings and weekends may be required pertaining to the position's job requirements.

**Other Requirements** *(may be met at time of hire)*

- Successful completion of background screening
- Reliable transportation, a valid California driver's license and proof of auto insurance, and must be able to qualify for employer insurance coverage
- Current tuberculosis test

**Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly indoors in an office setting. The noise level in the work environment is usually low to moderate in an office setting. Sometimes work may become stressful when working under pressure. The employee may be in contact with individuals and families in crisis who may be ill, using alcohol and drugs, and who may not be attentive to basic personal hygiene, health and safety practices. The employee must be ready to respond quickly and effectively to many types of situations, including crisis situations and potentially hostile situations.*

**Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, sit, walk, climb stairs, stoop, talk, hear, reach above and below shoulders, and use hand and finger dexterity for keyboarding and making and receiving telephone calls. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be subjected to outside environmental conditions. The employee may be required on occasion to lift and/or carry up to 20 lbs.*

*5Cities Homeless Coalition is an Affirmative Action/Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, color, religion, creed, national origin, sex, marital status, age, the presence of any disability except where such is a bona fide occupational qualification, or any other protected status covered by federal and state law. This vacancy announcement does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change.*