



OPERATIONS COORDINATOR \$25 - \$28 per hour

At Big Brothers Big Sisters of Bucks County (www.bbbsbc.org), our mission is to ignite the potential of every child by fostering life-changing friendships.

Come join our team as an **Operations Coordinator**, where you'll ensure our agency runs smoothly behind the scenes. You'll not only enjoy flexibility and purpose, but you'll also help build brighter futures and make a lasting impact on the youth we serve in our community.

Why You'll Love This Role:

- Help build brighter futures in your local community
- Feel connected to work that really matters every day
- Work with a supportive and collaborative team environment
- Flexible part-time schedule (20-25 hours/week)
- Hybrid schedule (2 days in office/3 days remote)
- Paid time off benefits – including Floating Holiday and Birthday Pass

Key Responsibilities:

- Manage daily office operations, supplies, records, mail, and administrative systems.
- Support HR functions, including onboarding/offboarding, benefits, personnel files, recruiting, and compliance.
- Serve as liaison with vendors and service providers, managing contracts, invoices, renewals, and issues.
- Oversee time tracking and coordinate payroll with the external provider.
- Perform general administrative duties, including filing, data entry, scanning, and inquiries.
- Maintain organizational records and support the Board of Directors with meetings and documentation.
- Track compliance records, insurance renewals, licenses, subscriptions, and deadlines.
- Coordinate IT support, equipment setup, system access, and technology vendors.
- Oversee facilities maintenance, repairs, and workplace safety/security.
- Provide executive support to the CEO, including scheduling, correspondence, and meeting preparation.
- Assist with events, volunteer activities, internal communications, and special projects.

Qualifications:

- Associate's degree or equivalent experience
- 2+ years in administration, human resources or operations
- Strong organizational skills with the ability to manage multiple priorities independently
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office and Google Suite
- Strong problem-solving skills with attention to detail
- Ability to handle confidential information with discretion and professionalism

Be part of something bigger—**apply today** and help us change lives, one child at a time!