

Oasis for Youth

Job Posting

Position Title: Operations Coordinator

Salary Status: Non-Exempt

Reports to: Executive Director

Pay & hours: \$22.00 per hour, full-time

ORGANIZATION SUMMARY

Oasis for Youth is a small but rapidly growing organization dedicated to empowering and supporting young people in our community. Our mission is to be the trusted resource for youth ages 16 to 24 who live, work, or go to school in Bloomington, Richfield and Edina. Oasis supports youth with a robust continuum of services, including our Drop-In Center, School and Community Outreach, Housing, Employment, and Youth Involvement & Leadership.

OUR GUIDING VALUES

Young People - We believe in the powerful solutions of youth and the wisdom they possess.

Connection - We believe relationships rooted in respect and support lead to a positive sense of self and transformation.

Belonging - We believe youth need a place to go to feel safe, comfortable, and at home.

Prevention - We believe prevention work requires addressing systemic issues and developing methods to support youth before experiencing homelessness and poverty.

Justice, dismantling racism, and poverty - We believe in a fair and unified community where all identities are seen, safe, and valued.

Racism and inequality are the leading factors causing homelessness in Minnesota, we work to address and dismantle systems that create barriers for youth.

Innovation - We recognize young people's lives are often complicated and the environment can quickly shift, requiring creative responses to current situations.

POSITION OVERVIEW

We are seeking a dynamic and organized Operations Coordinator to join our team. The Operations Coordinator will play a crucial role in ensuring the smooth and efficient day-to-day operations of our organization. This position will provide technical and administrative support across departments, helping to streamline processes and systems to maximize effectiveness and impact.

RESPONSIBILITIES

Provide administrative support to the Executive Director and other members of the Oasis team.

Coordinate office operations, including maintaining files and handling correspondence.

Assist in the development and implementation of organizational policies and procedures.

Manage logistics for meetings, events, and programs, including scheduling, coordinating resources, and ensuring all necessary materials are prepared.

Maintain databases and other systems to track program outcomes, donor information, and other relevant data.

Assist with financial management tasks, such as processing invoices, tracking expenses, and preparing reports.

Serve as a point of contact for vendors, partners, and stakeholders, ensuring timely communication and follow-up.

Assist with managing inventory of program and office supplies

Support the recruitment and onboarding of staff, volunteers and interns.

Contribute to the overall success of the organization by participating in strategic planning and problem-solving efforts.

QUALIFICATIONS

Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

Excellent communication skills, both written and verbal.

Proficiency in Microsoft Office Suite and other relevant software applications.

Experience working in a nonprofit or similar setting preferred.

Commitment to the mission and values of Oasis for Youth.

Ability to work independently and as part of a team in a fast-paced environment.

Flexibility to adapt to changing priorities and responsibilities.

Valid driver's license, good driving record, and insurance

BENEFITS:

Fun and supportive work environment

Excellent benefits: Health Insurance (Oasis pays 80% of premium), Dental, Life, STD, and LTD, SIMPLE IRA contribution

Generous paid time off that includes 160 hours of Vacation, 160 hours of Wellness/Sick time, 16 hours volunteer time off, and 8 paid holidays + 1 floating holiday

\$1,500 annual retention bonus

Education stipend

Monthly technology/food stipend

HOW TO APPLY:

Please submit a resume and letter of interest to humanresources@oasisforyouth.org. Applications will be reviewed on a rolling basis until the position is filled.

Oasis is an equal opportunity employer and welcomes candidates from diverse backgrounds to apply. We are committed to creating a supportive and inclusive workplace where all employees feel valued and respected. Join us in making a difference in the lives of young people in our community!