



POSITION TITLE: Operations Coordinator
DEPARTMENT: Operations and Accounting
LOCATION: On-site – Madison, WI office
REPORTING TO: Chief Financial Officer
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Non-Exempt
CLASSIFICATION: Part-Time (20-25 hours per week)
LAST UPDATED: April 2023

POSITION SUMMARY

The **Operations Coordinator** is part of a dedicated team of professionals who, utilizing SOWI's Guiding Values, work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes, and the community.

The **Operations Coordinator** is responsible for maintaining a high level of organization and support to the Operations and Accounting department. This position conducts a variety of administrative tasks, such as, maintain files, organize and archive records, monitor office supply inventory, data entry, among other administrative type operational and accounting duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and execute the annual work plan.
- Assist with weekly and periodic duties such as data entry, processing mail, logging checks.
- Organize and archive records and documents.
- Make copies of paperwork, as needed.
- Scan paper documents and verify that scanned documents are clear and legible.
- Mail A/P checks.
- Maintain vehicle records.
- Monitor office supplies and works with vendors to secure needed supplies.

This job description describes the general nature and scope of the responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent.

KNOWLEDGE, SKILLS, AND ABILITIES

- Passion for the Special Olympics vision, mission and values for individuals with intellectual disabilities.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.
- Effective verbal and written communication.
- Demonstrated ability to work in a team environment.
- Ability to work independently and organize work to meet established deadlines.
- Solve problems using good judgment.
- Understand when to seek assistance or guidance from others.
- Proficiency with MS Office including Microsoft Word, Excel and Teams.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Office work environment.
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Signature

Date