



## **Program & Operations Manager Job Description**

### **About Coro**

Coro Southern California is a nonpartisan nonprofit organization focused on cultivating the next generation of diverse leaders through hands-on, collaborative, cross-sectoral learning. With substantive programs for youth, recent college graduates, and professionals, we cultivate emergent leaders at all stages of their lives and careers. Graduates come away from Coro with a deeper understanding of how the region works, the leadership skills to contribute to its success, and a network of engaged and influential alumni to help them reach their goals.

Coro is a collaborative community with a shared belief that a single person, with the right knowledge, skills, and network, is what will make Southern California a better place for all who live and work here.

### **About the Position**

The Coro Program and Operations Manager oversees all administrative and operations support aspects of Coro's organization-wide systems as well as within existing programs, including the Youth Fellows Program, Lead LA, and Women in Leadership.

### **Job Responsibilities**

#### ***Operations Management***

- Track all payments receivable, including program tuition, contract service fees and donations.
- Create and communicate ongoing operations reports to the Executive Director
- Prepare and disburse payments to vendors
- Deposit, record and file checks received
- Track and pay monthly credit card and insurance balances
- Submit check requests and track invoicing for all payments due
- Manage staff reimbursement requests--manage filing of receipts, tracking of transaction type, and check request
- Monitor and record online donations and income on a weekly basis
- Create invoices, manage correspondence, and track all outstanding balances
- Record all transactions involving disbursements and/or accounts payable and receivable
- Assist accountant in reconciling and auditing accounting data in preparation of monthly financial statements including: credit card transactions, bank reconciliation, insurance payments, online income, staff reimbursements, etc.
- Properly code charges for posting cost
- Interpret contracts provisions in order to identify allowable/non-allowable expenditures
- Check and review audited vouchers to ensure accuracy and conformance to established accounting procedures
- Provide tax forms and reporting documents to donors
- Oversee and manage all insurance policies



- Complete renewal forms for all insurance and employee benefit programs at Fiscal Year End
- Update and streamline operations as needed
- Oversee yearly auditing process in collaboration with the Executive Director
- Develop systems to streamline operational processes for the organization
- Order and track all supplies
- Manage board meetings and retreats, including printing and preparation of materials, food order and other logistics

### ***Program & Event Support***

- Oversee all logistical elements of Coro's part-time programs and events, including but not limited to, material preparation, facility bookings, catering orders, and logistical communications
- Order and track program supplies
- Serve as support staff in the training or event room, including set up / clean up and materials distribution
- Oversee all Project Fees for Fellows Program, including all invoices, reports and collection, in collaboration with the FPPA Director

### ***Office Management***

- Serve as receptionist, answering and directing phone and email inquiries
- Assist staff in administrative tasks
- Open, sort and route incoming mail and prepare outgoing mail
- Order and track office supplies
- Support Executive Director with scheduling as necessary
- Oversee maintenance and management of operational systems, including phone, printers, computers

### ***Database Management***

- Update and maintain contact database utilizing the Salesforce platform.

### ***Desired Qualifications***

- BA or BS Degree required
- Prior experience in office management, operations, and/or administrative support
- Strong verbal and written communication skills
- Strong project management skills
- Comfortable with autonomy and directing own projects
- Flexibility to adapt to changing demands and priorities

**Salary:** \$48-52k, commensurate on experience

### ***Apply***

To apply, please send resume and cover letter to Jenny Vazquez-Newsum, VP of Leadership Programs and Training, at [jenny@corola.org](mailto:jenny@corola.org).