

## Operations Support Coordinator:

The Operations Coordinator is charged with a wide variety of responsibilities to support the efficient functioning of Alteristic, Inc. This position oversees tasks to completion and reports their progress to the Manager of Finance and Administration. The Coordinator supports the maintenance of the CRM database, incoming communications, and coordinates external event logistics. This role provides administrative support and assists in a variety of special projects, including contracting and finance, as needed.

### ESSENTIAL FUNCTIONS:

- Monitors incoming communications and routes them to the appropriate personnel. Adheres to appropriate systems for tracking incoming and outgoing correspondence.
- Maintains and promotes a "client first" attitude while handling incoming client inquiries, using a professional demeanor and following company procedures.
- Independently researches, prioritizes, and follows up on multiple incoming issues and concerns related to the operation and finance department; determines appropriate course of action, referral, and/or response.
- Coordinates inventory information flow and trainer materials, i.e., collection, dissemination, storage, retrieval, and disposal.
- Coordinates logistics and planning for Alteristic events including securing sites, negotiating contracts, planning menus, confirming AV and room set-up, ensuring supplies arrive onsite, and serve as POC for events as needed.
- Oversees meeting preparation and materials; including packet preparations, communications, logistics, meeting notes, agendas, minutes, and appropriate records follow-up.
- Supports accounts receivables processes including deposits to the bank, appropriate reporting, invoicing, and payment tracking.
- Provides organizational basic technical assistance including acquiring and setting up new computers and other new equipment and installing and updating programs.
- Liase with external vendors.
- Supports coordination of CRM as needed.



5680 King Centre Drive  
Suite 600  
Alexandria, Virginia 22315  
alteristic.org  
571.319.0354

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Power of action.

- Updates organization website.
- Coordinates a variety of special projects.

#### **ORGANIZATIONAL RELATIONSHIPS**

- Reports to the Manager, Finance and Administration

#### **QUALIFICATIONS/COMPETENCIES:**

- Minimum 3-5 years of experience in client support, administrative, and/or office support/management experience
- Bachelor's degree or equivalent years of experience
- Exceptional project coordination skills required
- CRM experience preferred
- Experience with Microsoft Office Suite Required
- Highly cooperative attitude required
- Ability to multitask and work under deadlines

#### **HOW TO APPLY:**

Interested candidates should submit a resume and letter of interest to [applicants@alteristic.org](mailto:applicants@alteristic.org). Please put **Operations Support Coordinator** in the subject line. Apply as soon as possible as resumes are evaluated and interviews scheduled as applications are received.

Alteristic values and respects the diverse viewpoints and experiences and individual differences of all people. Alteristic is an equal opportunity employer and encourages all interested job seekers to apply.

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#### **ABOUT ALTERISTIC:**

Alteristic is a non-profit organization that tackles societal issues at local, national, and global levels. Alteristic provides comprehensive prevention education, consultation, and training that addresses sexual assault, dating and domestic violence, stalking, harassment, suicide and other issues. Committed to optimizing and activating inherent human good, Alteristic equips and mobilizes communities to create social norms that ensure safety, respect, and the opportunity to thrive for all people. Rigorously evaluated



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and shown to move the needle, Alteristic was founded on the principles of the widely disseminated Green Dot violence prevention strategy.

Alteristic works with domestic and international communities, educational institutions, government entities, and corporations to amplify the actions of individuals toward transformational social change.



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