Position Title:	*Operations Coordinator*
Status:	*Full-time, Exempt*
Pay:	*This is a salaried position based on $69,305 annual income.*
Department:	*Development*
Reports To:	*Co-Executive Director of Learning and Development*
Hours:	*32 hrs/week. Includes regular evening and weekend programming.*
Benefits:	*Medical, Dental, Vision insurance. Annual time off: 4 set holidays, 6 floating holidays, 4 weeks of PTO, and 4 bereavement days. Annual paid closures: one week at the end of July, one week at the end of December. Hybrid position with work from home and on-site hours.*

About Spectrum:
Spectrum is a burgeoning 2SLGBTQIA+ nonprofit organization working to address inequities in Eastern Washington. To begin to live out our mission, we offer DEI educational workshops, engage in community activism, and provide programming tied to health and enrichment. We are an organization dedicated to racial justice and radical transparency in both word and action.

Our mission is to create a safe, intersectional, intergenerational, 2SLGBTQIA+ community gathering space that celebrates a resilient, healthy community through social connectedness and support, arts and culture, access to resources, and leadership development. The long term vision is for Spectrum to be the primary change agent for the 2SLGBTQIA+ community by advocating for social progress in Eastern Washington. We support a thriving and diverse population through education, social events, services, social activism, visibility, and by uplifting and collaborating with other organizations.

Position Purpose:
The Operations Coordinator ensures the smooth daily operation of the physical Center and Spectrum organizationally, including but not limited to facility maintenance, social media management, and event coordination. This role supports internal efficiency while enhancing community engagement and the Center's public presence.

Major Responsibilities/Activities
NOTE: Nothing in this position description restricts management's right to assign duties and responsibilities.

SPECTRUM CENTER

Major Responsibilities / Activities
Center & Office Management • Create a welcoming environment for Spectrum guests, clients, program participants, and staff • Oversee daily office operations, including correspondence, inventory, and equipment • Serve as the primary point of contact for phone, email, in-person, and delivery inquiries • Coordinate office cleaning and maintenance service contracts • Monitor and address facility repair needs and ensure a clean, safe, and welcoming environment • Enforce health, safety, and accessibility standards • Maintain and replenish supplies both on- and off-site, including the Spectrum storage unit • Facilitate evening and weekend community events at the Center • Perform opening and closing procedures for the Center, as applicable
Community Engagement & Events • Chair the internal Spectrum Events Committee, including creating agendas, utilizing project management tools, and organizing vendors • Coordinate staff participation in annual tabling and resource fairs to promote Spectrum • Assist in designing, implementing, and evaluating community programs and social events • Plan and execute events to ensure they are engaging, inclusive, and well-coordinated • Maintain a working knowledge of event supplies and give-away inventory • Recruit, train, and manage volunteers for programs and events
Marketing & Communications • Manage social media accounts to promote programs, events, and fundraisers • Assist in production of marketing materials including flyers, posters, resource guides, etc. • Create and distribute the monthly newsletter • Perform regular updates to the website • Maintain and update the public events calendar to ensure timely and accurate event visibility • Assist Development department with donor stewardship and communication

Knowledge, Skills, and Abilities Specific to this Position:
• Knowledge of 2SLGBTQIA+ community • Ability to represent the organization in formal and informal spaces • Ability to effectively communicate and understand community needs • Ability to follow policy, procedures, and processes established for safety of self and others • Ability to collaborate with others and give direction • Ability to problem-solve

- Organizational and time management skills
- Interpersonal skills for engaging with people in a wide range of environments
- Written and oral communication skills

Typical Work Environment and Physical Demands:

- This job operates in both an office and outdoor environment and requires some travel.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.
- Indoors, sedentary with 2-6 hours/day sitting or standing
- Outdoors, with 2-6 hours/day walking, driving, or delivering items
- Ability to navigate sites (unpaved walkways, stairs, narrow hallways, etc) on a regular basis
- Communication skills to interact effectively with many different constituents
- Comprehend and process verbal communication
- Ability to bend, twist, stoop on an occasional basis
- Ability to lift or carry up to 25 pounds on a regular basis
- Ability to type, file, and complete forms with or without accommodation
- Ability to operate a vehicle

All abilities are encouraged to apply.

Disclaimer:
The information presented indicates the general nature and level of work expected for the described position above. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this position. Rather, they are intended only to describe the general nature of the position.

Equal Employment Opportunity (EEO):
Spectrum is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment of mutual respect for all employees. Spectrum values a diverse workplace and strongly encourages people of diverse genders, Black, Indigenous, and/or People of Color (BIPOC), 2SLGBTQIA+ individuals, people with disabilities, members of ethnic minorities, immigrants, and veterans to apply. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

For questions contact Vanessa Delgado at vanessa@spectrumcenterspokane.org