

Communities In Schools of Lakewood Operations Coordinator Job Description

Job Title: Operations Coordinator
Hours: Full-time: 40 hours/week
Hiring Wage: \$24.50-30.00/hour DOE/DOQ, non-exempt employee
(Additional \$1.00/hour pay for bilingual Spanish fluency)
Reports To: Executive Director
Location: Lakewood, WA

ORGANIZATION OVERVIEW

Communities In Schools of Lakewood has a strong and growing team of youth-development professional focused on our mission of surrounding students with a community of support, empowering them to stay in school and succeed in life.

We are seeking an organized, detail-oriented, and adaptable Operations Coordinator to provide the administrative, financial, development, human resources, and operational support that keeps our organization running smoothly. This is a highly collaborative, hands-on position in a small nonprofit environment where everyone pitches in, solves problems, and supports one another.

While this position primarily supports the organization's internal operations, the work is ultimately student-centered. The Operations Coordinator plays an important role in creating the systems and infrastructure that allow our team to focus on students, families, schools, and community partners.

POSITION SUMMARY

The Operations Coordinator provides day-to-day administrative and operational support across the organization, with primary responsibility for financial administration, fundraising and donor administration, human resources support, office operations, and organizational systems.

The ideal candidate is highly organized, detail-oriented, resourceful, and comfortable managing multiple priorities. They will be someone who can work independently, communicate clearly, solve problems, maintain confidentiality, and jump in wherever needed to support the team.

DUTIES AND RESPONSIBILITIES

Finance & Accounting Administration (Approximately 30%)

- Process and maintain accurate financial transactions, including bills, expenses, deposits, purchase orders, banking activity, and other accounting records.
- Support bookkeeping, payroll, reconciliations, budgeting, financial reporting, and annual audit preparation.

- Maintain organized, accurate, and audit-ready financial records and documentation.
- Coordinate with external accounting, payroll, banking, and other financial service providers as needed.
- Receive, record, and deposit cash, checks, and other payments and maintain appropriate financial controls.

Development & Fundraising Administration (Approximately 30%)

- Process, record, and acknowledge donations and maintain accurate donor and gift records.
- Manage donor database information, including mailing lists, pledges, recurring gifts, reports, and year-end tax statements.
- Reconcile donor records with financial records and assist with fundraising reporting.
- Provide administrative and logistical support for fundraising events, campaigns, grant administration, and other development activities.

Organizational Administration & Operations (Approximately 30%)

- Manage day-to-day office operations, including mail, phone calls, supplies, inventory, vendors, facilities, technology, and office equipment.
- Maintain organizational files, records, accounts and other administrative systems.
- Coordinate meetings, including scheduling, materials, technology, catering, space setup, and meeting notes as assigned.
- Support the development, implementation, and improvement of organizational policies, procedures, systems, and processes.
- Assist with special projects, events, communications, reports, and other organizational needs.
- Coordinate administrative aspects of employee onboarding and offboarding, recruitment, employee records and employee benefit programs.
- Coordinate with payroll, benefits, and HR service providers and support staff with routine administrative questions.
- Maintain confidential personnel information and organizational access, accounts, and records.

Collaboration, Culture & Confidentiality

- Represent Communities In Schools of Lakewood positively and professionally and act in alignment with the organization's mission, Values, Beliefs, and Commitments.
- Build positive working relationships with staff, leadership, Board members, donors, vendors, community partners, and the CIS network.
- Maintain confidentiality and discretion when working with financial, personnel, donor, student, family, and organizational information.
- Contribute to a welcoming, inclusive, collaborative, and student-centered workplace.
- Be willing to pitch in, take initiative, and support other areas of the organization as needs arise.

REQUIRED QUALIFICATIONS

- A belief that EVERY young person is able to be successful and a commitment to the mission of Communities In Schools.
- Strong organizational skills and demonstrates attention to detail.
- Strong verbal and written communication skills.
- Experience in administration, office operations, finance, human resources, development, and/or a related field.
- Four years of relevant education and/or experience.
- Ability to manage multiple priorities, meet deadlines, and remain calm and productive in a busy environment.
- Strong problem-solving skills, initiative, and ability to work independently with minimal supervision.
- Flexibility and a collaborative spirit, including a willingness to pitch in and support the team.
- Ability to establish and maintain effective working relationships with people from diverse backgrounds and with diverse personalities and cultures.
- Basic to intermediate computer skills and working knowledge of Microsoft Office/Microsoft 365 and other common office technology.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive information.
- Growth mindset and willingness to learn new systems and skills.
- Ability to maintain a sense of humor and perspective in a busy environment.

Desired Qualifications

- Nonprofit experience.
- Experience with bookkeeping, accounting, payroll, or financial administration; donor databases or fundraising administration; employee benefits or human resources; executive, leadership, or Board support; and/or accounting, donor management, or other organizational software systems.
- Experience developing or improving administrative systems and procedures.
- Education or training in business administration, accounting, nonprofit management, or a related field.
- Experience working in education, social services, or another mission-driven environment.

SCHEDULE

The Operations Coordinator is a full-time. Regular schedule of 40-hour-per-week will generally be set within the hours 7:00am – 6:00pm with flexibility based on organizational and personal needs. Occasional evening or weekend work may be required for meetings, events, or other organizational activities.

WAGES AND BENEFITS

Hiring Salary range is \$24.00-30.00/hour determined by related skills experience and education. Additional \$1.00/hour pay for bilingual Spanish fluency

Benefits include 17-18 paid holidays annually, paid time off, health/vision/dental insurance with 100% employer-paid premiums for full-time employees, additional optional insurance, retirement benefits, and a monthly phone stipend.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The Operations Coordinator works primarily from the Communities In Schools of Lakewood office in Lakewood, WA. The position involves extensive computer and desk work, frequent interaction with staff and visitors, and occasional movement between office, community, and event settings.

CIS Lakewood is a small, collaborative, and relationship-centered organization. We value people who are flexible, resourceful, willing to pitch in, and committed to helping our team succeed for the benefit of the students, families and school communities we serve.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility; however, they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas.

EQUAL OPPORTUNITY EMPLOYER

Communities In Schools of Lakewood is an equal opportunity employer. No applicant will be discriminated against because of race, color, national origin, age, gender, gender expression, sexual orientation, veteran's status, familial status, disability or religion. Furthermore, our team is committed to creating an inclusive environment for all employees and are committed to diversity, equity, inclusion and anti-racism work as a staff and an organization. Communities In Schools of Lakewood encourages applicants from all communities and backgrounds to apply.

APPLICATION INSTRUCTIONS AND TIMELINE

A complete application includes two parts:

1. **Submit a Resume and Cover Letter** via email to the Executive Director, Kerri Pedrick at jobs@lakewoodcis.org with the subject line: "Operations Coordinator." Note: We prefer this as one PDF attachment if possible. Your Cover Letter should describe how your values, skills and experiences align with the position and our organization.
2. **Complete this brief online survey** <https://forms.cloud.microsoft/r/UiADPTVftR> with contact information for three references, including your most recent supervisor (Note: we will not be reaching out to them until you are notified during the interview process).

Please submit your complete applications by the **priority deadline of Monday, September 7th, 2026** to guarantee review of your application.