

# RESILIENCE

ADVOCATES FOR ENDING VIOLENCE™

## New Position: Executive & Operations Coordinator

Posting Date: September 20, 2021

Starting Wage: \$45,000 - \$50,000

Position Classification: Regular, full-time

Job Summary: Supports and leads executive and operational functions under the direction of the Executive Director to increase the operational capacity and efficiency of the organization. This position provides a broad range of executive support and operational coordination for Resilience as the organization navigates a work process improvement and capacity building phase of organizational growth. This includes but is not limited to operations, human resources, information technology, facilities, and project management.

Preparation: High school diploma or GED required. The ideal candidate will have:

- A commitment to Resilience's mission to respond to, reduce, and prevent domestic and sexual violence.
- Strong analytical skills, proficiency in technology, and flexibility in exploring innovative approaches to processes and technologies which reduce operational inefficiencies and maximize human and financial resources.
- An ability to operate in an ambiguous environment and create structure with little direction, while engaging critical stakeholders.
- A demonstrated commitment to continuous learning.
- Strong communication skills, both written and verbally.
- An ability to handle a variety of constituencies, manage multiple tasks simultaneously and is someone who thrives in a complex environment with multiple priorities.
- An ability to effectively recruit, teach, support and coach a team of administrative volunteers and interns.
- Integrity, positive attitude, self-direction, and the ability to maintain a high degree of trust and confidentiality.
- A demonstrated commitment to equity, diversity and inclusion and self-learning.

Applications will be accepted until the position is filled. To apply, email cover letter and resume to:

Beth Larsen, Executive Director

[BethL@resiliencemi.org](mailto:BethL@resiliencemi.org)

Subject line: Executive & Operations Coordinator Application

Resilience is a comprehensive provider of domestic and sexual violence intervention and prevention services throughout Ottawa and Allegan Counties. Our mission is to respond to, reduce, and prevent domestic and sexual violence.

Resilience is an Equal Opportunity Employer.