



Operations Coordinator

Are you someone who loves variety, enjoys learning new things, and takes pride in keeping an organization running smoothly? If so, we'd love to meet you. This is an opportunity to play a meaningful role in a mission-driven nonprofit where no two days are the same and your work supports every department, every employee, and the families we serve.

About Parenting Now

At Parenting Now, we believe that every child deserves to be raised in a nurturing, supportive environment. Since our founding in 1978, we have been at the forefront of providing parenting education and support to families with young children. Our organization values respect, integrity, and effective communication in all aspects of our work. We are committed to empowering families and creating lasting, positive change in our community and beyond.

Position Overview

The Operations Coordinator is a key member of the administrative team, providing organizational, financial, and operational support across the agency. This position works closely with leadership while collaborating with staff throughout the organization to coordinate financial processes, support the Board of Directors, maintain organizational systems, assist with HR and payroll administration, coordinate technology and office operations, and help ensure the day-to-date functions of the organization run efficiently. It's an ideal role for someone who enjoys wearing many hats, thrives in a collaborative environment, and is excited about the opportunity to continually learn and develop new skills.

What You'll Do

- **Finance Administrative Support:** Support the day-to-date financial operations of the by processing incoming revenue, coordinating accounts payable and reimbursements, preparing bank deposits, and maintaining accurate financial records. Help keep financial processes running smoothly by organization documentation, routing invoices for approval, and supporting audits and other finance activities.
- **Human Resource Administration:** Provide administrative support for payroll and human resources by processing routine HRIS and payroll transactions, maintaining accurate and confidential employee records, tracking required training and deadlines, and preparing reports and documentation. Help ensure HR and payroll processes run smoothly while referring complex employee questions and policy matters to the Director of Operations.
- **Office Administration:** Serve as a primary administrative resource for staff, volunteers, visitors, and community partners by coordinating front office operations,

communications, and shared administrative systems. Help create an organized, welcoming, and efficient workplace by managing office supplies, mail, calendars, equipment, and vendor coordination.

- **Board Administration:** Support the Board of Directors by maintaining Board records and communications, coordinating onboarding for new members, and managing meeting logistics. Help ensure Board activities run smoothly through effective scheduling, organization, and administrative support.
- **Technology Coordination:** Provide first-line administrative support for the organization's technology needs by assisting with routine troubleshooting, coordinating equipment setup and inventory, and serving as the liaison with IT vendors for more complex issues. Help ensure staff have the technology resources they need while supporting the smooth operation of office technology systems.
- **Facilities Coordination:** Coordinate routine building maintenance, repair requests, and preventive service with outside vendors; maintain key, access, and facilities records; assist with room and workspace setup for meetings and events; and monitor facility issues to help keep the building safe, clean, and fully operational for staff, volunteers, and visitors.

Required Knowledge/Skills

- Exceptional organizational and time management skills, with the ability to prioritize competing responsibilities and adapt to changing priorities while meeting deadlines.
- Excellent verbal, written, and interpersonal communication skills.
- Strong service orientation with the ability to collaborate effectively across departments and provide responsive, professional, and helpful support to employees, Board members, vendors, and community members.
- High proficiency with standard office tools (Microsoft Office Suite or Google Workspace), specifically Word/Docs and Excel/Sheets and a strong ability to learn new software platforms quickly.
- Knowledge of financial processes, including standardized coding, record reconciliation, and maintaining accurate financial documentation.
- Proven ability to handle sensitive, confidential personnel, medical, and financial records with strict adherence to organization rules and privacy.
- Working knowledge of office technology and the ability to troubleshoot routine hardware, software, and connectivity issues, escalating more complex problems as appropriate.
- Excellent attention to detail and commitment to accuracy, with the ability to consistently produce complete, error-free work and identify discrepancies before they become issues.

Required Education, Abilities and/or Experience

- Two or more years of progressively responsible administrative support or office operations experience.
- Direct experience following multi-step administrative workflows, processing documentation, and managing calendars.

- Experience managing digital files using Google Drive or a similar cloud-based document management and collaboration platform, including organizing shared files, collaborating on documents, and maintaining version control.

Desired Education, Abilities and/or Experience

- Three or more years of progressively responsible administrative or operations support experience preferred.
- Experience with HRIS (Paylocity), accounting, or office management software.
- Experience working in a nonprofit organization.

Work Location & Schedule

- Hybrid position
- Must be available to work a regular Monday-Friday schedule, with flexible start and end times between 8:00 a.m. and 6:00 p.m.

Salary & Benefits

- \$21-\$24, depending on qualifications
- Group health insurance, FSA
- Ability to contribute to 403(b) retirement plan
- Paid sick, vacation, and personal leave
- Twelve paid holidays per year
- Employee Assistance Program (EAP)

Application Requirements

For full consideration applications should include:

- Resume
- Cover letter
- Two professional references

How to Apply

To apply, send your complete application to cafalk@parentingnow.org and include "Operations Coordinator" in the subject line.

Date of first review: 7/20/2026

Parenting Now is an equal opportunity employer committed to diversity, creating an inclusive environment for all employees, and supporting all families in our community. Racial and ethnic minorities, LGBTQ+ individuals, veterans, and persons with disabilities are encouraged to apply.