



Community Resource Center Operations Manager

Community Resource Center (CRC), a 501(c) 3 non-profit organization, a recognized leader in social services in North San Diego County, is seeking a full time Operations Manager.

Community Resource Center is funded by a wide variety of sources, including private sector grants, public donations, government contracts and income from our resale stores -- allowing CRC to serve more than 2,300 households annually. CRC benefits from a strong volunteer network, which allows us to leverage our revenues to allow significantly more services to be delivered.

Under the supervision of the Chief Executive Officer, the Operations Manager is responsible for the overall organization and coordination of office operations, facilities management, procedures and resources to facilitate maximum efficiency for the organization and its three resale stores.

ESSENTIAL FUNCTIONS

1. Manage the day-to-day operations of the CRC office; supervise receptionist/office volunteer and fleet staff.
2. Ensure communications systems consistently operate efficiently by identifying needs, evaluating options maintaining equipment and approving invoices.
3. Prepare and edit correspondence, reports and Power Point presentations for the CEO.
4. Complete special projects by organizing and coordinating information and requirements: planning, arranging, and meeting schedules; monitoring results.
5. Responsible for coordinating with IT vendor the upkeep and performance of the network, computers, software, systems and technology.
6. Oversee the repair and upkeep of all properties, including machines, mechanical systems, buildings and other structures.
7. Ensure the buildings and grounds are maintained and sanitary, determining and scheduling repairs, renovations projects, waste reduction improvements and safety inspections.
8. Monitor store operations for the Encinitas, Carlsbad and San Marcos store locations to generate revenues that support the organization.
9. Supervise the Resale stores Sr. Manager.
10. Oversee the smooth running of freight operations, all facility moves, to include Holiday Baskets move in and move out.
11. Maintain a safe and secure work environment for all staff and volunteers; perform periodic trainings and safety drills.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES INCLUDE:

- Knowledge of sorting/filing techniques and records retention policies and schedules to maintain accurate records.
- Communication skills
- Judgment and problem solving
- Decision making
- Planning and organizing
- Teamwork and collaboration
- Ability to manage and prioritize multiple assignments.
- Ability to work under pressure and adjust to a diverse working environment.
- Ability to maintain accuracy and attention to detail when completing multiple assignments.
- Ability to work independently and carry out a variety of critical and time sensitive projects without detailed instructions.

REQUIRED EDUCATION AND EXPERIENCE INCLUDE:

- Bachelor's degree or two to three years relevant experience or a combination of both.
- At least two years of previous experience in office management.
- At least two years facilities or housing management experience.
- Experience working in a nonprofit setting.
- Some retail experience preferred.

This position will be listed until filled.

This position is subject to background checks including Department of Justice, and those required by Federal contracts.

CRC is an Equal Opportunity Employer