

HomeFront Operations Assistant

Reports to: Chief Operating Officer
Location: 1880 Princeton Ave

Non-Exempt
Full-time

HomeFront, a 30-year-old nonprofit social services agency in Mercer County is seeking an Operations Assistant with passion, dedication, and a deep desire to help families become self-sufficient to support important projects and daily operations.

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

The Operations Assistant will support the Chief Operating Officer and partner with the entire HomeFront team to monitor and achieve our short- and long-term goals. The Operations Assistant will perform duties such as ongoing and ad hoc project management, achievement and maintenance of organizational accreditation, support for the Board of Directors, curation of internal team communications, coordination of internal and external meetings, and more.

Essential Job Functions

- Provide administrative, logistical, and project support for Chief Operating Officer and the entire HomeFront team
- Manage short- and long-term projects with varied internal and external stakeholders
- Coordinate operations of HomeFront's Board of Directors and committees and manage communications with Board members
- Research, draft, disseminate, organize, and monitor policies, procedures, and systems consistent with industry best practices and HomeFront's mission and philosophy
- Coordinate HomeFront's efforts to achieve and maintain organizational accreditation
- Support strategic and annual planning processes and monitor progress towards established goals
- Coordinate meetings, trainings, and collaborations with HomeFront's Program Managers group
- Conduct research to support agency priorities and present clear, concise, and well-informed recommendations
- Adapt to emergent priorities and provide support that drives to clarity and solutions
- Curate and disseminate regular internal team communications and calendars to improve agency information sharing
- Partner with Chief Operating Officer to ensure effective use of COO's time and attention to achieve agency priorities and support for COO's direct reports
- Perform general administrative duties to include but not limited to photocopying, faxing, mailing, meeting/schedule coordination, and filing
- Other related duties as deemed necessary

Competencies

- Strong, professional, and polished verbal and written communication skills
- Strategic planning and thinking
- Detail orientation and passion for organization
- Ability to achieve results both independently and as a member of a larger team
- Self-starter that sees responsibilities through to completion
- Flexibility to accommodate a fast-paced workplace combined with the thoroughness to accomplish what is important, not only what is urgent
- Superior critical thinking skills
- Collaboration skills with a team orientation
- Research skills
- Reliable independent judgment to plan, prioritize and organize workload
- Discretion and ability to manage sensitive information
- Integrity, credibility, and commitment to the HomeFront mission

Requirements

- Bachelor's Degree
- Demonstrated experience in project management and collaboration
- Valid driver's license
- Proficiency in common desktop applications including Microsoft Office Suite

Physical Demands

This is largely a sedentary role, however, ability to lift files, open filing cabinets, bend and stand are necessary.

Travel

Travel is primarily local during the business day.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

If you are this highly-qualified and dynamic leader, geared up to join us at a most exciting time in our history, please email your resume and cover letter to HomeFrontRecruiting@HomeFrontnj.org Please note "Operations Assistant" in the subject line. Mail: Attn: Human Resources, HomeFront, 1880 Princeton Avenue, Lawrenceville, NJ 08648. FAX: 609-989-0263

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