

Operations Coordinator

Location: Scottsdale, AZ

Reports To: CFO

NIET is seeking an operations coordinator to support the organization's internal operations.

Position Responsibilities

- Support internal team technology management
 - Manage the organization's technology inventory, including laptops, monitors, and other technology items utilized by the team.
 - Manage the organization's phone system and support team member use of the phone system.
 - Manage the organization's Google Drive, including providing troubleshooting support to team members as needed.
 - In support of the Director of Business Operations, ensure that Salesforce and Mission Control are functional for team members to plan and report their time.
 - Setup projects within the organization's project planning tool, as needed.
- Support internal business and office operations
 - Ensure all handbooks and policy documents are regularly updated and organized in a manner that makes them accessible to the full team.
 - In partnership with the CFO, ensure that all organizational procurement follows the procurement and contracting policy.
 - Manage the Scottsdale office operations, including ensuring that the internet, cable, and printer vendors are being regularly reviewed and managed.
 - Support identified NIET operations and procedures as needed
 - Ensure the organization's copyrights are kept up to date
- Support the partnership development function for the organization
 - In support of the Director of Business Operations, support partnership development efforts, including proposal creation, product creation, and contract creation and management, as needed.
 - Develop and send monthly reports to support partnership development efforts organizationally.
 - Provide internal customer service to team members involved with partnership development in their execution of their work.

Desired Qualifications

- A minimum of 6 years of progressive experience in internal operations, preferably in a non-profit
- Track record or making strong connections across internal teams and providing exceptional internal customer service
- Solutions-oriented problem solver
- Strong communicator and listener with a demonstrated ability to build trust and strong relationships with internal and external stakeholders
- Outcomes drive – motivated by achieving set metrics

- Bachelor's degree
- Exhibits NIET's core values

To Apply:

Please submit a resume/CV and cover letter to jobs@niet.org.

No phone inquiries please.