



The Junior League of Raleigh Operations Associate Job Description August 2021

The Junior League of Raleigh is an organization of women committed to promoting volunteerism, developing the potential of women and improving the community through the effective action and leadership of trained volunteers. Its 1400 members share their skills with our League operations and with our community. Areas of community focus include easing food insecurities, strengthening families and children's well-being and education.

Position Summary: The position of Operations Associate reports to the League Director and is one that represents the face of the Junior League of Raleigh while coordinating for the organization as office manager, a member of the JLR office team, and liaison to guests, members, and liaison to long and short term tenants.

Classification: Full-time, Non-Exempt

Duties:

Coordinate Short-Term Rentals for the Julia Jones Daniels Center for Community Leadership (CCL).

- Reserve space for external renters and Junior League member events, preparing room for outside renters
- Manage hostesses for off-hours rentals.
- Promote rental space to attract new clients.

Provide Office Oversight:

- Manage building access for League members, staff, contractors and long-term renters.
- Provide contract oversight for all building needs, including the copier and postage machines, IT Support, A/V upgrade and other contracts as assigned. Lead coordination of competitive pricing and recommend supplier changes.
- Order and maintain office supplies
- Create and update member and public forms and registration links. Utilize the League's member management software, Digital Cheetah (DC), to update forms, calendars and to provide back-up support on membership reports to the League's Membership Associate.

Assist with Member Communications

- Work with the volunteer Communications and Strategies Team on finalizing and distributing member communications

Other Duties

- Support the League Director as needed with Crescendo Planned Giving Software
- Support and assist JLR leadership, members and teams as needed
- Ensure work room and general office/public areas are neat and maintained

- Maintain calendar of League Events
- As available, assist other staff members with seasonal letters/records/archiving
- Schedule and track ZOOM meetings for leadership

Requirements

- High school diploma and demonstrated experience in operations oversight
- Proficiency in ZOOM, Word, Excel, Power Point and ability to learn the software systems used by The League.
- Demonstrated organizational abilities.
- Must have the ability to work perceptively with a wide range of constituents.
- Deadline-oriented and able to prioritize work flow
- Comfortable working in a team setting and with confidential information
- Must be a clear communicator with good written and verbal skills.
- Must be a diplomatic and an effective League representative.
- Must be physically able to arrange meeting rooms for renters.
- Must have relevant office coordination and support experience.

Salary

The salary is commensurate with experience.

Interested applicants should send a cover letter and resume to Dorothea Bitler, League Director, d.bitler@jlraleigh.org. Questions? 919-787-7480, Ext. 1065