



Operations Coordinator

Position Description

Date: August 23, 2021

Job Title: Operations Coordinator

Location: Remote within Colorado preferred

Position: Part-time (approx. 20 hours/week), non-exempt

Compensation: \$25/hour

Organization

Remote communities in Nepal face isolation, extreme poverty, and a lack of access to resources that prevent them from creating the future they envision. dZi's holistic approach works in partnership with Nepali communities to define prosperity on their terms and catalyze community-led solutions. The outcome is thriving, resilient, and unified communities empowered to break the cycle of poverty in remote regions of Eastern Nepal. For more information, please visit www.dzi.org.

Job Summary

The Operations Coordinator coordinates office activities, logistics, and operations while providing clerical and administrative support to the Executive Director (ED).

Duties/Responsibilities

- Directs office activities and functions to maintain efficiency and compliance with company policies.
- Makes travel arrangements for any dZi staff.
- Oversees email distribution for the office. Answers phone calls, responds to email requests in a timely manner.
- Provide recommendation letters for Nepal staff to procure visas to travel to US.
- Maintains office supplies inventory.
- Maintains records, documentation, and files for the ED.
- Acts as a liaison to donors, responds to inquiries and requests, follows up as needed.
- Creates and sends Thank You notes to high-level donors.
- Manages calendar and sends calendar/Zoom invitations for the ED.
- Works with the ED to create agendas for dZi Global Monthly Zoom Calls.
- Assists with Board Meeting preparation.
- Tracks staff schedules and vacation time.
- Works with the ED to create weekly staff meeting agendas.
- Manages donor treks.
- Donor prospect research as needed.
- Uses, and helps staff onboard with, Microsoft TEAMS.

- Works independently and within a team on special non-recurring and ongoing projects. Acts as project manager for special projects.
- Creates general correspondences, memos, charts, tables, graphs, business plans, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Education, Skills, and Abilities

- Bachelor's degree and/or comparable experience preferred.
- At least four years of administrative experience required.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Basic understanding of how to operate standard business equipment.
- Proficient with Microsoft Office Suite or related software, including TEAMS.
- Strong people skills and ability to build and maintain relationships across cultures.

Work Environment

This job operates in a virtual professional office environment.

Position Type/Expected Hours of Work

This position is expected to work approximately 20 hours per week, Monday through Friday, within the hours of 8 a.m. to 5 p.m.

Physical Requirements

The physical demands of this position are light. The position requires frequent computer use at a workstation, with prolonged periods sitting or standing. The position may require occasional lifting of 20lbs or less. As dZi staff work in a number of locations and come together for meetings on occasion, staff must be able to travel by car and plane to meetings at locations nationally. This staff member must have the ability to meet in Evergreen, Colorado and/ or Ridgway, Colorado once a month. Availability to travel and maintenance of a valid passport is required.

dZi will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Equal Employment Opportunity

dZi is an equal opportunity employer. We strongly encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.

How to Apply

Please submit a cover letter, maximum of one page, and resume to [hiring@dzi.org](mailto: hiring@dzi.org) with “Operations Coordinator” in the subject line by September 3, 2021. The ideal start date for this work is October 4, 2021. Due to the volume of applications, we will only contact applicants that have been moved to interview rounds.