



Position Title: Operations Administrative Coordinator

Reports To: Director of Operations

Position Type: Part Time /Non-Exempt /In-person

For over 50 years, The Harbour, Inc. has provided emergency housing, transitional living programs, and supportive resources to youth experiencing homelessness in the Chicagoland region. We are seeking a collaborative, open-minded, and creative professional to join our quest to empower youth, promote individual safety, stability, and personal growth, and build an innovative workplace culture.

General Summary:

We are seeking a detail-oriented and dependable Operations Administrative Coordinator to support the daily administrative and operational functions of our multi-site housing program.

Responsibilities & Duties:

- Maintain and organize administrative documents, including facility & DCFS compliance documentation and database.
- Track, scan, and file incoming/outgoing paperwork across multiple sites.
- Support audits and licensing inspections by preparing and maintaining necessary documentation.
- Maintain and manage asset management database.
- Assist in scheduling maintenance services and monitoring service logs for each site.
- Prepare and distribute internal communications as needed.
- Perform data entry across multiple systems and maintain confidentiality of all sensitive records.
- Order and track office and facility supply in collaboration with the Headquarters Team and Program Team.
- Coordinating maintenance worker, contractors and volunteers.
- Other duties as assigned.

Physical Requirements:

- Work primarily indoors but sometimes includes travel between sites.
- Ability to bend, stoop, reach, stand, move from one area to another regularly, sit, and use a computer for a long period.
- Manual and physical dexterity are needed to operate a computer keyboard and handle paper documents.

- Sufficient near vision acuity to read information appearing on a computer display screen, handwritten forms, and printed on paper.
- Adequate hearing and verbal abilities to communicate effectively in person and by telephone.
- Ability to walk up and down stairs at least 20 times per shift.
- Ability to lift and carry materials weighing up to 25 pounds.

Requirements:

- High school diploma or equivalent required; Associate's degree or some college preferred.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Proficient in Microsoft Teams & Office (Word, Excel, Outlook); experience with database software.
- Ability to manage multiple priorities and deadlines with minimal supervision.
- Valid driver's license, auto insurance, and a reliable vehicle, and the ability to travel between sites as needed.

Preferred Skills

- Familiarity with trauma-informed practices.
- At least 1 year of administrative or operations support experience, preferably in a nonprofit or human services environment.

Schedule & Compensation:

- *Reporting Relationship: Operations Director*
- *Classification: This is a non-exempt position, ~24 Hours per week*
- *Hourly Rate: \$25*

Required Background Check:

Employment at The Harbour, Inc. is contingent on passing a background check.

The Harbour, Inc. is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, age, marital status, physical or mental disability, protected veteran status, genetic information, or any other legally protected status, in accordance with applicable federal, state and local EEO laws.