

Rainier Athletes' (RA) mission is to empower traditionally marginalized youth with a deeper sense of purpose and belonging by connecting his/her community of teachers, coaches, families, and mentors. Once selected, each student is paired with a dedicated mentor and sponsored to participate in sports/extra-curricular activities year-round. Students are selected in fifth grade and continue to be served through high school graduation.

In 6 years, Rainier Athletes has become Bellevue's fastest growing non-profit organization, serving over 100 students and their families across 10 Bellevue-based schools and partnering with over 250 teachers on a daily basis. Our vision is an engaged community where all kids belong.

## **Operations Coordinator (OC)**

In order to sustain our growing impact, we are seeking the multifaceted support of an operations and administrative professional. The Operations Coordinator (OC) will be responsible for tracking and reporting on the pulse of the the organization while supporting the Executive Director and Operations Director in streamlining workflow elements and processes.

As a quickly growing organization, we are seeking an individual who keeps cool under pressure, jumps at the opportunity to wear multiple hats, and is comfortable taking initiative. The ideal candidate is highly motivated, self-directed, enthusiastic, and will iterate as often as necessary to get it right. This position requires strong organizational skills, acute attention to detail, and a passion for creating operational efficiencies. The ability to manage multiple projects with competing priorities and communicate with key stakeholders is essential. The OC loves crossing things off the to-do list!

An ideal candidate will have experience inputting data and running reports with Salesforce or other similar CRM/database software. Candidate will be detail-oriented, a self-starter, a creative thinker, a team player, and a strong written and verbal communicator.

## **Responsibilities**

Managing and executing a variety administrative projects will be vital in supporting the Executive Director (ED) and Director of Operations (DO) in furthering the strategic scaling of the organization. A successful Operations Coordinator will anticipate needs ahead of time, will remain flexible to a change in direction, and will consistently serve as a team culture evangelist who will support broader stakeholder/team events and initiatives. They will need to understand the strategic functions of the organization and will be able to utilize judgment to act proactively in the dispensation of tasks on behalf RA's leadership. Further responsibilities include but are not limited to:

- Create operational reports (using Salesforce CRM and custom surveys) to track program progress and aid in strategic (weekly) planning discussions.
- Develop and maintain administrative processes that reduce redundancy and improve accuracy, while achieving organizational objectives.
- Support RA's mentor team by coordinating schedules between mentors and families, students, coaches, and/or teachers, dispersing necessary resources to program stakeholders, and updating student information
- Assist in managing strategic priorities while ensuring timelines are met and project updates are effectively communicated to all stakeholders.
- Support in planning meetings for ED and DO, including scheduling, meeting agenda and guest list, logistics (catering, booking, etc.), and follow up.
- Organize robust file archive, including documents such as records, reports, contracts, and digital assets such as marketing materials, photos, and templates.



- Anticipate opportunities for workflow improvement and efficiency.
- Maintain a high level of integrity and discretion in handling confidential information.
- Support the planning and execution of RA events, including but not limited to communication with outside vendors, donor management, auction procurement, and event design elements.

## Job Requirements

- Bachelor's degree in marketing, business, communications, English, or a related field.
- Proficiency in MS Office, including Powerpoint and Excel.
- Working knowledge of Google Spreadsheets.
- Self-starter with the ability to multitask and juggle competing priorities and schedules within a fast-paced and occasionally ambiguous environment.
- Demonstrated ability to respond effectively and efficiently while maintaining flexibility and composure.
- Adjusts to short term realities while ensuring long-term goals and objectives are met.
- Solid work ethic and commitment to excellence.
- Strong attention to detail.
- Team-oriented, collaborative approach to projects.
- Outstanding partnership and relationship-building skills.
- Team player who is open to feedback, has a strong willingness to learn, and strives for continual self-improvement.
- Availability to assist with occasional (quarterly) evening/weekend events.
- Consistent access to a personal laptop.
- BONUS: Familiarity with CRM (Salesforce or other), marketing platforms (Tableau Hubspot, or Marketo) and CMS (Wordpress, Squarespace, or other). Experience using email automation programs such as MailChimp.

## Benefits

- Organization-sponsored training and professional development opportunities.
- High visibility with organization's leadership.
- Leadership and professional development opportunities.
- Team-based progressive environment.
- Community partner-based benefits/discounts.
- \$150 monthly stipend for healthcare

## How to Apply

To apply for this role, please submit your resume in an email with the subject "Marketing & Administrative Coordinator" to [apply@rainierathletes.org](mailto:apply@rainierathletes.org). Given the anticipated volume of applications for this position, we will focus our response towards the most qualified applicants.

In your resume or email response, please confirm that you are able to work in Bellevue, WA for a minimum of 40 hours per week and that you anticipate being able to meet all of the above job requirements. Please be sure to include your preferred contact information.