



## Operations Assistant

**Mission:** *Hands On Gulf Coast inspires, equips, and mobilizes people to address critical needs of the Mississippi Gulf Coast community through volunteerism.*

**Hands On Gulf Coast (HOGC)** began as Hands On Network's response to the devastation of Hurricanes Katrina and Rita. Based in Biloxi, Mississippi, HOGC has been in operation since February 2006, continuing a partner's operation opened in September 2005. Every week, volunteers from across the country come to Biloxi to work with HOGC in cleaning and rebuilding damaged homes, revitalizing public spaces, and supporting local community organizations. Some deployed volunteers are housed at the HOGC Civic Action Center, a unique and welcoming volunteer community. As recovery from Hurricane Katrina progresses, HOGC is working towards becoming an independent, locally run organization that engages local volunteers in improving their own community through service. HOGC is committed to giving both deployed and local volunteers the chance to participate meaningfully in the recovery of the Gulf Coast; we are also committed to aiding the recovery process in a way that supports the visions, traditions, and efforts of local residents.

**Summary of Duties:** The Operations Assistant works under the supervision of the Director to provide administrative and operational support. Duties include managing all the usual aspects of an office: manage accounts payable and receivable, recording financial transactions, preparing monthly cash flow reports, ordering supplies, etc., as well as assisting with the HOGC AmeriCorps Program, and ensuring the volunteer housing operation runs smoothly.

### Responsibilities:

#### Administrative (25%)

- Monitor and assist with supervision of front-office volunteers
- Maintain stocks of office supplies
- Perform customer-service related activities, such as answering the phone and assisting walk-in inquiries
- Oversee purchase of food and other supplies for the volunteer housing facility
- Ensure organization documentation remains current, examples include vehicle registrations and insured vehicle operators

#### Finance (50%)

- Ensure prompt payment of bills and accounts payable
- Record expenses in HOGC provide financial tracking software
- Reconcile checking account balance with petty cash kept on site and recorded expenses
- Cut and record checks for purchases and reimbursements, ensuring proper documentation for all expenses are maintained in both hardcopy and electronic format.
- Provide account spending reports to Hands On Gulf Coast management team and Steering Committee

#### AmeriCorps (25%)

- Collect and enter HOGC AmeriCorps member timesheets into the Web-Base Reporting System (WBRS)
- Distribute HOGC AmeriCorps member timesheets

### Qualifications:

- 3 – 5 years work experience
- Extensive experience with Quickbooks
- Friendly demeanor and excellent customer service skills
- A strong commitment to community service and the nonprofit sector
- Superior organizational skills with high attention to detail
- Excellent written and verbal communication skills
- Ability to be flexible with working hours, based on volunteer schedules
- Experience in nonprofits a plus

**Salary:** Competitive and based upon experience