

Title: Operations and Office Coordinator

Level of Effort: Full-time (40 hours)

Starting Salary: \$45,000 - \$50,000

FLSA Status: Non-Exempt

Location: Mineola, Texas

Description of role: The Operations Coordinator is responsible for ensuring the efficient and smooth running of Clover's day-to-day operations. This position manages administrative processes, coordinates services for Clover's building and facilities, and works to implement and improve operational procedures. The Operations Coordinator reports to Clover's President/CEO.

Duties will include, but are not limited to, the following:

- Manages and implements operational processes and procedures
- Ensures the upkeep of Clover's building and facilities, including coordinating maintenance and repair services
- Implements and maintains efficient office systems and procedures
- Manages the coordination of accounts related to Clover's insurance policies and employee benefits
- Manages Clover's subscription services and other accounts relevant to Clover's operations
- Oversees Clover's equipment, supplies, and printed materials, including making purchases and managing inventory
- Manages facility-related projects, such as office reconfigurations or equipment installations
- Manages contracts with vendors, suppliers, and independent contractors
- Provides administrative support to various departments
- Supports staff utilization of Clover's project management system
- Analyzes operational processes and identifies areas for improvement
- Resolves operational issues and challenges
- Represents Clover as a liaison to other agencies and entities, and at community events, as needed
- Other duties as assigned

Required Education/ Experience/ Skills:




- Bachelor's degree is preferred; in lieu of Bachelor's degree, candidate must have an Associate's degree and at least three years working in a similar role
- Proven experience as an Operations Coordinator or similar role
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Proficiency in Microsoft Office Suite and Google Workspace, and adaptability in learning various software and web platforms
- Ability to multitask and prioritize tasks
- Strong problem-solving and decision-making abilities

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, photocopiers, and phones. This role occasionally requires moving about while attending community events.

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Physical Demands:

- Workers will use repetitive motion and substantial movements (motions) of wrists, hands, and/or fingers.
- Workers will spend prolonged periods of time in a stationary position while working on a computer.
- Workers are required to have close visual acuity to perform an activity such as: emailing; viewing a computer terminal; extensive reading.
- Workers frequently communicate with colleagues, clients, and other partners. Must be able to exchange accurate information in these situations.
- Must have the ability to lift and small carry parcels, packages and other items, to walk short distances, and drive a vehicle to deliver and pick up materials.
- Workers will occasionally lift up to 25 pounds while organizing and moving supplies, setting up for events, and transporting materials across the office and to external sites.

Non-Discrimination Statement: At Clover, we are committed to providing an environment of mutual respect where equal employment opportunities are available to applicants and team members without regard to age; race/color; sex, gender identity or expression; pregnancy, lactation, or related medical status; national, social, or ethnic origin; disability; religion or belief; marital, parental, or family status; military service or veteran status; genetic information; sexual orientation; HIV status or other medical condition; or any other status or characteristic protected by the laws or regulations in the locations we operate. Clover strives to create and maintain a safe and respectful environment for all, in which every team member is treated with honor, respect, and dignity.

Clover Benefits: Clover offers a benefits package to employees which includes health insurance, retirement, professional development, reimbursed travel expenses, flexible remote working policies, and generous time off and leave policies.

About Clover: Clover Educational Consulting Group, Inc. is a 501c3 non-profit corporation based out of Mineola and Austin, Texas. The founders of Clover are doctoral-level licensed psychologists with specific expertise in research, administration, policy, program development, and education and training. Clover is governed by a Board of Directors and retains a network of consultants with expertise in topics related to training and healthcare. The Mission of Clover Educational Consulting Group, Inc. is to advance the mental wellbeing of the communities we serve through workforce development, program improvement, training, and outreach.

To inquire about this opportunity: Complete Clover's [Application for Employment](#) and include your Cover Letter and Resume as attachments. For questions, email hire@clovered.org.