



OPERATIONS COORDINATOR

ABOUT THE JOB

The Operations Coordinator position at Michael's Foundation includes planning, organizing, and executing events or activities hosted by the Foundation. This involves managing budgets, coordinating with vendors, handling logistics, overseeing Volunteers and ensuring the Foundation's objectives are met. Key duties involve arranging services like catering and decor, managing timelines, supervising Volunteers and handling post-event evaluations. Essential skills include strong communication, the ability to comfortably address large groups, strong organization skills, and problem-solving abilities.

EQUAL OPPORTUNITY STATEMENT

Michael's Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, genetic information, disability, or veteran status. We are committed to providing a diverse and inclusive workplace based on merit and qualifications.

Veterans are encouraged to apply.

CORE RESPONSABILITIES

- Manage all 3rd party vendors who support seasonal events and activities at Michael's Foundation's farm in Clermont, FL. Including creating and confirming reservations for equipment and approving and providing invoices to management.
- Utilize the Volunteer management system (Volunteer Local) to obtain new Volunteers, schedule, confirm and communicate with existing volunteers.



- Communicate all upcoming events to the team, including group and individual calendar management.
- On property support for all events and activities hosted on the farm in Clermont.
- Ongoing onsite and offsite inventory management and organization, including weekly supplies, seasonal decorations, and other event necessities.

REQUIRED SKILLS & QUALIFICATIONS

- Strong verbal and written communication.
- Exceptional organizational and multitasking abilities.
- Creative problem-solving and decision-making skills.
- Vendor management and negotiation skills.
- Proficiency with Volunteer management software and tools.
- Ability to work under pressure and handle stress.
- Flexibility to work evenings, weekends, and travel as needed.
- Proficient in SquareSpace website management software.
- Be proficient in Canva, and Calendly.
- A bachelor's degree in a related field like hospitality or event management is often preferred, but not required.
- A driver's license and background check are required due to the necessary weekly onsite support at the farm in Clermont, amongst children.

BENEFITS

- This position is full-time, hybrid, and salaried. The Operations Coordinator will work partially from home, and on-property in Clermont, Florida.
- Benefits package includes medical, vision and dental insurance, paid time off, paid holidays, and mileage reimbursement.



ABOUT THE COMPANY

Michael's Foundation is a non-profit organization that is 501(c)(3) Headquartered in Clermont, Florida, that provides free programs and events centered around wellness, for Veterans and their families.

Our Mission: Michael's Foundation combats isolation among Veterans and their families by providing FREE wellness activities, veteran benefit guidance, equine programs, and family friendly gatherings.

Our Vision: Connecting Veterans and their families by creating a positive and healthy community to help them thrive.

Visit our website to find out more about our incredible Veterans, Volunteers, and Offerings!

www.michaels-foundation.org

Please email your cover letter, resume, and references to Matthew Titus with the subject line, "Operations Coordinator"

matt@michaels-foundation.org