



Accessible. Aware. Independent.

WECO ACCESSIBILITY SERVICES JOB DESCRIPTION

Job Title: Operations Assistant
Department: Operations Team
Reports To: Director of Operations

SUMMARY:

Assist WeCo with routine office functions including assisting onsite staff and meeting coordination, managing files, mailings, and inventory. Assist the Director of Operations and other Operations staff with daily tasks.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include the following. Other duties may be assigned.

1. Collating, copying, filing, and scanning*
2. Assemble mailings*
3. Maintain stock and inventory of office and event items*
4. Order meals for events and meetings*
5. Set up and take down for staff meetings, trainings, and events*
6. Maintain WeCo office furnishings*
7. Assist staff with disabilities in meal ordering/pickup and meeting attendance logistics*
8. Coordinate candidate outreach for staff, interns, and volunteers*
9. Assist with process creation and management*
10. Manage virtual office licenses for onboarding*
11. Assist with onboarding of new staff and interns*
12. Other duties as deemed necessary, and agreed upon, for the position*

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing Software/Microsoft Office, Internet Software and Project Management Software/Basecamp.

Education/Experience:

High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills, and Other Abilities:

- Good communication skills, written and expressive (ability to speak is not required).
- Computer skills.
- Ability to work within a team setting, ability to take direction and to work autonomously, ability to function within a virtual office.
- Adequate vision to perform tasks that depend on sight.
- Comfortable working with coworkers whom live with disabilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and talk or hear. The employee is occasionally required to walk, use hands, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently asked to run errands within walking distance.

The noise level in the work environment is usually moderate.