



Operations Coordinator Job Description

ABOUT US

KiDs Beach Club® (KBC) is an innovative, national non-profit ministry that provides after school Bible clubs in public elementary schools in partnership with local churches. Our vision is to provide every third through sixth grade boy and girl a Jesus experience within their culture. More than 100,000 children have experienced KiDs Beach Club® live and many more through our award-winning TV program available to 56 million homes.

We are committed to building a world-class organization and that starts with having world-class people on our team. If you are someone who strives for excellence, is continuously improving yourself, and proactively seeks to make a difference where you work, then please continue reading.

JOB SUMMARY

The Operations Coordinator provides project management, process management, and general administrative support along with serving as a Human Resources generalist to help ensure that the organization operates as efficiently and effectively as possible. **The position is located in our Bedford, TX office.**

REPORTS TO: Executive Vice President (EVP)

JOB OVERVIEW

- Provides administrative assistance to the Executive Vice President.
- Serves as Project Manager for the organization, ensuring that projects stay on track and project leaders have the resources they need to complete their projects.
- Serves as Human Resources Generalist, supporting various HR functions.
- Assists the production of the KiDs Beach Club television show.

RESPONSIBILITIES

Project Manager

- Works across departments to ensure that projects are completed on time, to specifications, with accuracy and with efficiency.
- Coordinates the assignment of tasks to team members based on expertise, experience, and time constraints.
- Outlines the tasks involved in projects and assists with delegation.
- Proactively monitors the health and timeliness of projects.
- Addresses questions, concerns, and/or complaints throughout the project.

Executive Assistant

- Coordinates the Executive Vice President's schedule and weekly tasks.
- Proactively seeks to offload lower-priority tasks from the EVP when appropriate.
- Answers, screens, and transfers phone calls.
- Maintains office supplies and coordinates maintenance of office equipment.
- Prepares agendas and schedules meetings.
- Responds to and resolves administrative inquiries and questions.
- Maintains filing systems, both digital and physical.
- Takes minutes in meetings and/or reviews transcripts from meetings for accuracy and implementation.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Supports TV production by gathering props, communicating with actors/parents, coordinating meals, and assisting crew during filming.

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HR Generalist

- Coordinate annual employee healthcare renewals.
- Coordinate tracking of PTO and other employee benefits.
- Support employee onboarding and offboarding by ensuring paperwork is properly completed and entered in appropriate systems, processes are followed, and employment files are updated.
- Support the annual employee review process including processing reviews, updating job descriptions, and updating files.
- Support the recruitment of new employees by coordinating job postings, assembling resumes, and scheduling interviews.

Team Member

- Actively participates in regularly scheduled team meetings and staff development opportunities.
- Contributes to the recommendation, implementation, and improvement of KBC operations and policies.
- Performs other duties or functions assigned by the EVP or KBC President.

PERSONAL EXPECTATIONS

- Adhere to the KBC Statement of Faith and Child Protection Policy.
- Represent Christ and KBC as an active member of a local church.
- Support the mission and vision of KBC.
- Demonstrate behavior that is professional, ethical, and responsible.

GENERAL REQUIREMENTS

- Personal and growing relationship with Christ.
- Excellent verbal and written communication skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Demonstrated ability to manage multiple projects simultaneously and with excellence.
- Ability to break-down large assignments into specific tasks.
- Strong analytical and problem-solving skills.
- Self-starter who proactively addresses problems and seeks opportunities for improvements.
- Ability to prioritize tasks and delegate them when appropriate.
- Strong proficiency in Microsoft Office, especially Excel and Word.
- Technology savvy and able to adjust to new and changing technologies.
- Proficient with project management software; Monday.com proficiency highly preferred.
- Project management and/or HR certifications (preferred).
- Bachelor's degree (any field) or significant experience in lieu of degree.
- Minimum three years' relevant experience.

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to navigate stairs.

BENEFITS

- Paid employee healthcare, long-term disability insurance, and life insurance; regular paid time off.
- Work from home (WFH) on Fridays; Half-day off Fridays (subject to business needs and WFH technical requirements).
- Salary: \$42,000 - \$50,000.

Last updated October 15, 2021

TO APPLY VISIT:
<http://KidsBeachClub.org/jobs>
**to complete the application and
upload your resume.**