



**ORANGE COUNTY UNITED WAY
JOB DESCRIPTION**

Job Title: Operations Coordinator	Reporting To: Rose Buenaventura, Senior Director, Digital Solutions
Department: IT/Operations	Position: Full-Time

Purpose of Position

The position of Operations Coordinator will be working towards enabling and enhancing the Andar CRM e-Community suite ranging from Event Registration, electronic pledge forms and Volunteer Event registration. Furthermore, the Operations Coordinator will assist with data and reporting requests for various fundraising departments. This position is ideal for someone looking to get hands-on experience in web customization on the front end and analyze the impact of the data gathered on the back end.

Key Duties and Responsibilities

- Assist in creating event registration pages, electronic pledge forms and online volunteer event registration forms
- Enhance and enable e-Community templates using HTML/CSS
- Assisting Development teams with data and reporting needs
- Assist in the Enhancement of the Andar CRM system, such as creating dashboards and automating reports
- Data Mining and Data Transformation

Core Competencies

- Data Mining
- Quality Assurance
- Data Consolidation
- Report Generating

Job Requirements /Technical Knowledge

- Intermediate Excel Skills
- Andar e-Community knowledge preferred
- Basic HTML/CSS skills preferred
- Basic SQL skills preferred

Employment Standards

- Ability to work remotely and come into the office upon request



Physical Demands

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to stand and publically speak. The employee is required to walk, reach with arms and hands, climb, balance, twist, lean, move from one location to another, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

Send Resumes To:

RoseB@unitedwayoc.org

Orange County United Way

18012 Mitchell South, Irvine, CA 92614

www.unitedwayoc.org