



## **Operations & Campus Coordinator**

**Email [careers@westernjustice.org](mailto:careers@westernjustice.org) to apply.**

**Western Justice Center** (WJC) is a leader in the field of conflict resolution education with in-depth school-based and community-based partnerships throughout the Greater LA Area. WJC drives [transformational change in education](#) by empowering youth, educators and administrators to be equal partners in creating safe, inclusive learning environments. Our holistic approach supports systemic and sustainable change by partnering with school and community partners to implement restorative approaches to violence reduction and conflict resolution as evidence-based, trauma-informed alternatives to punitive discipline. We walk humbly as part of the larger movement to heal the impact of the school-to-prison pipeline on structurally disadvantaged communities and at-risk youth.

In addition, WJC manages a [non-profit campus](#) in Pasadena composed of sixteen like-minded organizations cohabitating across four historic buildings with an eye toward advancing justice and equity. Ours is a warm, collaborative, inclusive team culture where we “lead from any seat,” practice what we teach, and invest in each other.

### **About the Position**

Reporting to the Director of Operations, the Operations & Campus Coordinator (OCC) will play a critical and dynamic role for WJC, providing administrative, operational, and campus support. More specifically, the OCC will be responsible for general office management, working with the accounting team on associated financial tasks, assisting with HR related matters, and providing general support to the Director of Operations.

In addition, the OCC will play a major role in the historic preservation, restoration and beautification of the campus by assisting in the oversight of campus related renovations and maintenance projects, and providing general support for all other general campus and WJC related meetings and events. Further, the OCC will assist with the growth and oversight of the non-profit community by serving as the main point of contact for the non-profit tenants.

### **Responsibilities**

#### **Operations**

- Oversee the front desk including answering phone calls and messages, receiving deliveries, greeting and direct vendors/potential rental clients and accompanying vendors to job locations when services are needed.
- Handle general office billing in conjunction with the accounting team; including coding, monthly credit card reconciliation, collection of staff receipts, and check payment deposits.
- Provide HR support for onboarding/offboarding of staff, benefits renewal, and job postings.
- Collect, sort and distribute received mail and deliveries.
- Handle general office support including oversight of office equipment maintenance; stocking and ordering supplies, and other general tasks.

## Campus

- Work closely with the Director of Operations to maintain and oversee the WJC campus buildings and equipment to ensure beauty, safety and functionality.
- Assist in the determination of campus needs, propose projects, negotiate contracts with service providers, provide multiple bids and pricing, and coordinate renovations with selected providers.
- Engage contractors to develop project timelines and ensure timely resolution of any property & maintenance issues.
- Assist the Director of Operations with tenant management including liaising with tenants, invoicing of rent, and reviewing lease agreement and renewals.
- Assist in campus-related grant applications and coordinate project execution.
- Coordinate ongoing campus maintenance including oversight of annual inspections, campus key management, security alarm monitoring, and facilities and landscaping team coordination.

## Experience and Qualifications

- Bachelor's degree in business or a similar field, or four (4) years of general operations and office management experience.
- Experience with property management, able to liaise with multiple tenants, vendors, contractors, and team members.
- Demonstrated skills in project management, with the ability to prioritize and multitask.
- Knowledge of and/or experience with various financial matters, such as bill processing, invoicing, coding, and budgeting.
- Strong written and oral communication skills, with an attention to detail and the ability to work with multiple vendors and contractors.
- Proficient in Microsoft Office (Excel), experience with Bill.com and Canva preferred.

## Personal Qualities

- Emotionally mature with a warm sense of humor and the flexibility and sensitivity to work with diverse personalities and situations.
- Friendly and patient, able to work with a range of contractors, vendors, tenants, and personalities.
- Be a team player, working closely, creatively, and collaboratively with staff in all departments.
- Affinity for the preservation and restoration of historic buildings with an interest in landscaping/gardening and campus beautification
- Connects personally to WJC's mission.

## Compensation and Benefits

Salary is commensurate with experience. Due to the nature of this position, the OCC position will work from the office five (5) days a week. WJC offers a full benefits package, including vacation and sick time, paid holidays, medical, dental and life insurance with employee buy-up options for dependents and vision care. There are 10 paid holidays, 2 floater paid holidays for religious and cultural observances, and a Wellness Week off between Christmas and New Year's.

## Equal Opportunity Employer

WJC is an Equal Opportunity Employer and actively creates a diverse, inclusive and equitable workplace. WJC does not discriminate against any person because of race, color, or ethnicity; sex, gender, sexual orientation or gender identity; national origin, disability, age, religion, or creed. WJC highly values the opportunity to be in community with BIPOC, LGBTQIA+ and other people whose lived experience enriches and informs our work. WJC supports "Ban the Box" efforts to open opportunities for people impacted by the carceral system.

## HOW TO APPLY

**To apply, please email [careers@westernjustice.org](mailto:careers@westernjustice.org) by no later than 6:00 pm Pacific time on Friday, May 12, 2023, with a single document that includes your cover letter, resume, and completed answers to the questions or prompts below. Please limit your answers to 200 words per question. And please let us know in your cover letter whether you would be available to start by Thursday, June 1, 2023.**

1. Tell us of your proudest achievement
2. Tell us of a time you received negative feedback and how you responded
3. Why do you want to join the WJC Team?
4. What is your desired salary range?
5. How did you hear about this position?

**For questions or requests for accommodation in any part of the application process, please contact WJC Director of Operations, Colin Dueweke, at (626) 584-7494 ext. 102. You may also include questions or requests for accommodation with your completed application.**