**New Pathways for Youth**

**Operations Coordinator**

1. **About New Pathways for Youth**

At New Pathways for Youth, we’re passionate about transforming the lives of youth by providing the support, stability, and skills they need to flourish in the community and in their families. Over the past 35 years, we’ve transformed the lives of over 6,500 youth -- youth who experience poverty and four times the adversity of others their age -- to break through the barriers they face and change the trajectory of their life.

We are also passionate about the possibilities for our staff. We are looking for a dedicated individual that is mission focused, committed to self-care, open to personal and professional skill development, leads an integrated and balanced life that contributes toward our collective impact, approaches others by seeing the whole person and the contributions each person brings and honors a culture of accountability which instills trust so we can transform the lives of even more youth in our community. We operate in an open work environment that fosters collaboration and supports engagement among the staff. We're looking for a dedicated individual to join our growing team as we work to transform the lives of even more youth in our community.

This position is fully in-office and is located in Phoenix, AZ. Your role in the team will be to spearhead the day-to-day operations of the organization and ensure the facility is properly maintained.

1. **Job Responsibilities and Duties**

Specific duties and responsibilities include:

* Conducting daily facility and campus walkthroughs for preventative maintenance needs along with a reviewing monthly inventory needs
* Coordinating facility and IT vendor services
* Managing the front desk assistant
* Being the first point of contact for vendors and/or walk-ins
* Overseeing maintenance of facility inventory and capital
* Scheduling and coordinating agency wide training sessions, meetings, events, and activities while collaborating with managers and leaders on vision and providing logistical support for content delivery
* Coordinating recruitment activities for vacant positions, including job posting, sourcing, and screening for managers
* Coordinating and conducting new hire onboarding, including set up, orientation and training
* Coordinating and supporting operational/logistical needs for major meetings and events
* Organizing the annual employee review process with managers
* Tracking and reporting operations outputs and outcomes
1. **Employee Qualities/Traits**

Essential qualities needed include being:

* Independent work focused
* Technical/analytical
* Able to meet and exceed high standards of accuracy
* People/relationship focus
* Able to work within established systems and procedures
* Problem/solution oriented
* Comfortable speaking in large groups
* Able to work on multiple projects simultaneously
* Arizona Level 1 Fingerprint Clearance Card (obtained or able to obtain upon hire)
1. **Organization Qualities/Traits**

New Pathways for Youth is a Caring, Driven, Effective, Distinct organization. Our culture is one that is motivated, goal oriented, empathetic, inclusive and respectful. We apply research, data, and experience to reach intended impact, advancing good in our community.

1. **How to Apply**

To apply, please submit your cover letter and resume to Oscar Hidalgo at ohidalgo@npfy.org . Please include your name and the title of the position “Operations Coordinator” in the subject line. Please include in your salary requirements in your cover letter. Applications will be accepted until the position is filled.

1. **Additional details**

Salary is commensurate with experience and will be in the range of $45,000 – $50,000 annually. Benefits include health, dental, vision coverage and a generous time off package. Generally, the hours are Monday through Friday, 8:30 am – 5:00 pm but will require some weekends and evenings during events needing operational support. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires standing, walking, lifting, squatting, reaching, and bending for extended periods of time. Physical ability to lift and carry materials weighing up to 25 pounds may be necessary.

New Pathways for Youth is an equal opportunity employer.