PART 1 | JOIN OUR TEAM

Operations Coordinator

LOCATION	SCHEDULE	EMPLOYMENT TYPE
Main Campus (onsite)	Monday – Friday 8:30 am – 5:00 pm	Full-Time, Non-Exempt
PAY RANGE	**REPORTS TO**	**LANGUAGE**
$18.50 to $22.00 per hour ($38,480 to $45,760 annually), depending on experience	VP of Operations	Bilingual English/Spanish strongly preferred

WHY THIS ROLE MATTERS

At SA Hope Center, you will keep the daily operations behind our programs running smoothly, from organized spaces and stocked supplies to accurate vendor records and well-run meetings and events. Every day, your work frees our program team to focus on serving the families and individuals who come to us. You will be part of a team that believes lasting change happens through relationships, and you will see the difference your work makes.

ABOUT SA HOPE CENTER

Since 2001, SA Hope Center has walked alongside San Antonio families and individuals facing poverty, hunger, joblessness, and crisis. Through wraparound case management and social services, we help people meet their own needs in a relational, empowering, and supportive environment. Our vision is simple and bold: **eliminate systemic multi-generational poverty.**

We are a faith-based organization with a fast-paced, professional, and compassionate team culture. We hold high standards because the people we serve deserve our best, and we invest in the growth of every team member.

WHAT YOU'LL DO

- Provide administrative support for the CEO and the VP of Operations.
- Keep offices, program spaces, and supplies organized, stocked, and ready, including room and event setup.
- Support purchasing and vendors by reviewing invoices, tracking payments and due dates, and comparing bids for manager approval.
- Coordinate schedules, meetings, events, distributions, and onboarding logistics for staff and volunteers.
- Set up and troubleshoot office and meeting technology, and welcome visitors, clients, and volunteers.
- Track requests from across departments through completion, using priorities set by the VP of Operations.
- Contribute to a team culture of relationship, compassion, and follow-through.

WHAT YOU BRING

Required

- High school diploma or equivalent
- Meticulous attention to detail, organization, and follow-through

Nice to have

- 1 to 2 years of experience in administration, office operations, bookkeeping, purchasing, customer service, or a related setting

- Proficiency with Microsoft Office or Google Workspace, and comfort setting up and troubleshooting office and meeting technology
- Ability to perform basic calculations, compare quotes, and review invoices for completeness
- Clear, professional written and spoken communication
- Discretion with confidential employee, client, donor, vendor, and financial information

(internship or volunteer experience may be considered)
- Relevant coursework, training, certifications, or college experience
- Bilingual in English and Spanish
- A genuine interest in nonprofit work and community service

Don't meet every qualification? We still want to hear from you. If this work fits your experience and calling, please apply.

HOW WE WORK TOGETHER

Our team lives out SA Hope Center's core values: Empowering · Relationships · Compassionate-Service · Diversity. We look for people who are **humble, hungry, and people smart**, as described in Patrick Lencioni's *The Ideal Team Player*.

As a faith-based organization, we ask every team member to support and work within our faith-based mission and culture. Sharing SA Hope Center's faith is not a requirement for this position.

WHAT WE OFFER

SA Hope Center offers a meaningful benefits package to eligible employees, which may include:

- Medical, dental, and vision coverage, with an employer contribution toward medical
- Retirement plan with an employer match
- Employer-paid life and disability coverage
- Paid time off and paid holidays, including a floating holiday
- Paid wellness days throughout the year
- Phone stipend for applicable positions

Eligibility, waiting periods, and employer contributions vary by benefit, position, and employment status, and are governed by the terms of each plan. Details are provided at the time of offer.

HOW TO APPLY

Send your resume and a brief cover letter to elizabeth@novumsp.com with "Operations Coordinator" in the subject line. We review applications on a rolling basis. No phone calls, please; questions are welcome by email.

SA Hope Center is an Equal Opportunity Employer.
We make employment decisions without regard to race, color, national origin, sex, pregnancy, age, disability, genetic information, veteran status, or any other status protected by applicable law. Applicants who need a reasonable accommodation during the application or interview process may contact us at the email above.