



Operations Coordinator | Job Description

Send a cover letter and resume to apply@neverlost.org

Organization Background

Never Lost, Inc. is a nonprofit organization in South Georgia serving children who have experienced traumatic abuse and neglect. Through courtroom advocacy and connection to community resources, we strengthen families and forever improve the home lives of children. We restore hope and let children know that we are with them as they go through the court system. We work to find a safe and permanent home and to connect children with local resources that can help them begin to heal and recover.

General Description | Accountability

The Operations Coordinator oversees the daily administrative operations within the Never Lost office. The Operations Coordinator is hired by the Board of Directors on the recommendation of the Executive Director.

Qualifications | Skillset for Success

- Degree in relevant field + 2 years' experience or equivalent experience
- Strong administrative skills – professional, detail-oriented, organized, strong work ethic
- Proficiency in bookkeeping and QuickBooks
- Proficiency in standard workplace software programs (Microsoft Office, Google Workspace, etc.)
- Takes ownership and shows initiative in all responsibilities
- Excellent written and oral communication skills
- Successfully complete CASA training including requested background checks

Responsibilities

- Work cooperatively with staff and volunteers to achieve organizational goals
- Manage financial operations of Never Lost- Quickbooks, payroll, invoice payment, deposits, recordkeeping, etc.
- Prepare and submit statistical, financial, governance, grant, and programmatic reporting as requested by Executive Director
- Ensure compliance with standards and procedures (program, funder, state, national, etc.)
- Maintain accurate mailing lists and databases
- Manage office administration such as maintaining supplies, filing, scheduling and coordination of contractor services, etc.
- Oversee First Impressions- office appearance, greeting visitors, answering phones, etc.
- Assist with preparations for meetings, trainings, community engagement events, special projects, etc.
- All other duties as assigned