



Position Description

Zero8Hundred: Operations Coordinator

Organization Background:

It is estimated that 15,000 Sailors and Marines stationed in San Diego leave service each year, and that half of these Veterans and their families will stay here. Studies show that military members can also face significant challenges in their transition to civilian life.

Zero8Hundred is an innovative collaboration among San Diego's military, government agencies, elected officials, nonprofits, businesses, and philanthropic institutions. Together, these organizations have developed a plan to better coordinate community resources for Veterans and their families, creating a system that will directly connect service members to critical transition resources as they exit the military. The services coordinated and offered under this program include education, employment, health & wellness, basic needs, and social / community connections – all part of a holistic veteran's wellness model.

Position Summary:

Title: Zero8Hundred Operations Coordinator

Location: San Diego, CA

Reports to: CEO

Salary: Based off Experience

Estimated Start date: May 2023

Military lifestyle experience strongly preferred.

Operations Coordinators align the mission to the day-to-day functions of an organization, helping to support the different departments and helping the internal team achieve high performance outcomes. The Zero8Hundred Operations Coordinator is responsible for supporting general clerical duties that align with finance, programs, development, operations, and special events. The operations Coordinator will also assist in community engagement projects, public speaking representing the organization within the overall community, program reporting that assist with program execution and fundraising goals as well as helps with external communication such as social media. The Zero8Hundred Operations Coordinator will provide information sharing to our program alumni as well as help manage our community resource portfolio.

ESSENTIAL FUNCTIONS

- Manage Resource Portfolio and assist in vetting current and future community partners.
- Utilizes a Salesforce Case Management System running reports and auditing records.
- Creates weekly, quarterly, and yearly reports on programmatic outcomes that assist in fundraising goals.
- Supports community outreach and public speaking events.

- Develops and fosters positive working relationships across a variety of organizations, including, but not limited to, DOD, non-profits, and private organizations and an ability to promote a unified, collaborative approach to care within these agencies.
- Supports the organization with clerical needs such as uploading financial expense scans and donations.
- Assist organization with monthly newsletter and external communications.
- Participate in internal and external meetings with stakeholders.

Additionally:

- Develops good working relationships among community and staff.
- Continues to learn about challenges related to military veterans and their families.
- Observes and Practices confidentiality, privacy, and dignity of the organization.

QUALIFICATIONS and REQUIREMENTS

Knowledge and Experience

- Bachelor's degree required.
- 2+ years of operations experience.
- 2+ years of experience working with Veterans, Active Duty, and their families.
- Good computer skills (Microsoft Office Suite / Salesforce)

To apply email resume and cover letter to info@zero8hundred.org