

## **JOB DESCRIPTION**

**Job Title:** Operations Coordinator  
**FLSA Status:** Exempt (HOURLY) .90 FTE/ 37.5 Hours Per Week  
\$30 per hour x 1950 hrs for the year  
In Person/On Site (this is not a hybrid or virtual position)  
Tuesday - Saturday, with some evening and weekend hours

**Benefits:** Health, Vision and Dental  
Vacation Time Off provided on an accrual basis.  
Sick time Off  
Generous paid holidays

**Reports to:** Executive Director

**About Galería de la Raza:** Founded in 1970, Galería de la Raza/ Studio 24 is a non-profit dedicated to promoting Xicanx/Latinx art and culture. Our “creative place keeping” ethos is rooted in social inclusion and justice, where community arts are central to navigating the complex intersection of urban development, social inequality, affordable housing, and the historical-cultural legacies of communities of color.

**Job Description:** The Operations Coordinator works closely with the Executive Director and Galería staff to perform a variety of administrative and clerical tasks that ensure efficient and smooth day-to-day operations. This position provides support for internal routine administrative needs and participates in all phases of planning and implementation of projects and events to ensure successful execution of operations.

### **Responsibilities & Duties:**

#### **1. Operations/ Administration Support**

- General office/facilities maintenance. Including, maintaining office conditions, repairs, office supplies, kitchen equipment, garden maintenance and janitorial services.
- Oversees day-to-day business administrative needs, serves as general contact for administrative procedures.
- Assists with scheduling meetings, notifying attendees and sending reminders on behalf of the Executive Director or Galería staff when needed.
- Assists with preparing agendas, correspondence, reports, or other requested documents as required and maintaining a high level of confidentiality.
- Manages facilities during public visitor hours or public programs.
- Implements and maintains effective management systems for Galería’s paper and electronic records, such as accounting, insurance, contracts, etc.
- Conducts independent research and assists with special projects/ special events as needed.
- Maintains rental/usage program calendar.
- Designs surveys to the general public for program and community engagement suggestions.

#### **2. Volunteer & Internship Program**

Maintains a database of past and current volunteers cultivating an internship program to provide programmatic support to Galería staff. Assists in the posting, recruitment, and processing of applications for interns and employment that reflect professional skill or trades needed for exhibition installation, media pitches, in-kind product requests, or event production.

- *Volunteer Program:*

- Organizing volunteers by skill and availability
- Maintains volunteer schedule and open calls as needed for Galería upcoming events.
- Oversees the SFMTA community service program inquiries
- Serves as the point of contact and maintains partnerships with higher education institutions.
- **Internship program:**
  - Identifies areas and projects in archive, curatorial, media, development working sectors
  - Maintains avenues of recruitment for interns, including academic programs, vocational or trade schools, and calls for interns.

### **3. Galería Event/Rental Production**

- **Pre-event preparation:**
  - Venue site inspection and floor layout design
  - Create equipment lists and inventory checks
  - Coordinate with vendors and suppliers to secure necessary services
  - Set up event signage and/or decorations
  - Manage guest lists and RSVP tracking platform
  - Provide basic event marketing information for Galería communications team
  - Prepare event cash box for attendance fees and donations
  - Prepare event signage
  - In-kind product: securing beverages, refreshments, equipment, and/or tech for event production.
- **On-site event execution:**
  - Setting up and breaking down event staging, tables, chairs, and audio-visual equipment
  - Managing event flow and timelines
  - Addressing any issues or concerns that arise during the event, including incident reports
  - Assisting with registration and check-in procedures
  - Supporting presenters and speakers
  - Manage all event volunteers
- **Post-event tasks:**
  - Disassembling and storing event equipment
  - Processing invoices and reconciling expenses for services and vendors
  - Conducting post-event evaluations and debriefings
  - Maintaining event documentation and records
  - Reconcile event ticket sales
  - Provide an event report at follow up staff meeting

### **Skills & Requirements:**

Candidates with the following skills, attributes, and experiences are strongly preferred:

- Excellent organizational and time management skills. Ability to manage, develop, maintain, and track more than one scheduled project at a time. Ability to pivot, adapt, and prioritize in the face of change within a growing organization.
- Advance knowledge in the following software: Canva, Constant Contact (newsletter production) and Wordpress, Microsoft Office Suite, Google Office Suite, Zoom and Todoist.
- Proficiency in the following platforms: Facebook, Twitter, Instagram, Pinterest, LinkedIn, YouTube, TikTok, BlueSky, Hootsuite (other social media management/monitoring tools a plus) and Eventbrite.
- Proficiency in petty cash management and reconciliation.

- Commitment to Galería's mission to work towards social inclusion and justice, centering community arts to navigate the complex intersection of urban development, social inequality, affordable housing, and the historical-cultural legacies of communities of color (racial, gender, and LGBTQ equity);
- Experience working with people of all ages, socio-economic backgrounds, ethnicities, gender and sexual orientations, and abilities;
- Flexibility, social emotional intelligence, and conflict management skills;
- Demonstrated ability to active listening and learning;
- Strong written and editing, presentation, and verbal communication skills. Can adapt written voice to fit brand and mission.
- Significant ability to work well in a team setting, be a self starter, and have strong problem solving skills.
- Spanish and English bilingual oral and written skills.

### **Physical Demands**

The physical demands described here represent what an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform essential functions.

- General ability to communicate effectively in person or via telephone in a manner that can be understood by those with whom the person is speaking to, including a diverse population;
- General alertness to address emergency or potentially dangerous situations;
- Requires physical ability to remain seated at a desk for long periods of time when needed;
- Basic manual dexterity to operate work processing equipment with skill, speed, and accuracy;
- Must be able to view computer for long periods of time;
- Ability to use public and/or private modes of transportation; duties are office-based, but travel to various offsite venues is required;
- Activities that occur frequently are climbing, bending, squatting, crouching, kneeling, twisting, reaching straight, above or below shoulders;
- Must be able to lift up to 50 LBS.

### **To apply, applicants must submit the following:**

1. A resume;
2. A cover letter. The cover letter should outline the following:
  - a. Why you are interested in this position and what you could bring to it (please include any factors that illustrate your diverse background and/or experience); and
  - b. An overview of your relevant experience working with Latine, LGBTQ+ communities, nonprofit organizations, boards of directors, local government departments, and/or community organizing.
3. Two (2) reference letters. References should come from people you have worked with that can speak to your fulfillment of the above stated skills and requirements.

Please submit the required documents in one email to [jobs.galeria@gmail.com](mailto:jobs.galeria@gmail.com) with the Subject Line "Applying for the Operations Coordinator Position". Given the volume of interest, we kindly ask that no phone calls or in person inquiries be made. Email us if you have any questions on the position.

*Galería de la Raza is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the U.S. Equal Employment Opportunity Commission site.*