



Job Opening: Operations Coordinator

Position Title: Operations Coordinator

Reports To: President & CEO

Location: Hybrid/remote role based in Oakland Downtown;

In-office schedule with at least 1 day in office per workweek

Employment type: Regular, full-time, non-exempt

PRIMARY RESPONSIBILITY

The Operations Coordinator is the sole individual responsible for all aspects of operations at California Humanities, including rudimentary accounting (in conjunction with the external finance & accounting firm), basic human resources (with the HR consultants) facility matters, technology support (with the IT consultants), systems management, and office administration.

In addition, the Operations Coordinator will go beyond operations to actively shape and strengthen our workplace culture—fostering connection, collaboration, a positive employee experience, and a commitment to centering equity. This role serves as a culture champion, helping to build an environment where all feel engaged, supported, and proud to contribute

ACCOUNTING

- Process vendor bills and ensure proper coding of expenses per instructions provided, using QuickBooks and Bill.com. This includes reimbursements for staff.
- Track payments made to independent contractors.
- Record all grants/contracts to be paid and assist in the Salesforce approval workflow.
- Manage W-9s and other documents for all new vendors; file W-9s for independent contractors.
- Coordinate grant payments with the accountant and the Grants Manager.
- Keep track of every financial transaction, including invoices and records of payment, for financial management and audit purposes.
- Work with California Humanities accountants on financial procedures and the annual audit, as necessary

FACILITIES MANAGEMENT, TECHNOLOGY SUPPORT, AND SYSTEMS MANAGEMENT

- Manage all aspects of California Humanities facilities and troubleshoot any issues that arise; monitor leases for the office with the CEO.
- Manage and oversee the development and implementation of appropriate technological strategies for California Humanities within available resources.
- Work with the contracted IT support firm to ensure that California Humanities has up-to-date and functioning computer and IT services, and coordinate support requests with staff.
- Develop and maintain an emergency response plan and Workplace Violence Prevention Plan (with contracted Human Resources) for the Bay Area office, and train staff on implementation annually.
- Maintain office equipment and phone systems in the Bay Area office and for remote employees as required.
- Provide technical assistance and support to staff with regard to computer and phone systems, as well as all office equipment.
- Manage all operational systems used by California Humanities (email, calendar, server, conference call vendor, file sharing, etc.); work with appropriate staff to research and select all new requested systems; continually reevaluate current systems to ensure California Humanities is utilizing the best systems and receiving the best pricing available.
- Serve as liaison between California Humanities and any consultants/vendors who provide operational services and support.
- Maintain a record of any fixed assets purchased (computers, furniture, etc.).
- Ensure that all offices remain at operational capacity with regard to technology, equipment, and facilities, including the appearance of offices. This includes the construction and placement of new office furniture, as well as the upkeep and cleanliness of all storage areas (both on- and off-site).
- Attend Board meetings and prepare reports for board members as requested by the CEO.
- Work with appropriate staff to provide technology implementation and oversight for the production of events and programs, as needed.

GENERAL, OPERATIONS, AND ADMINISTRATIVE SUPPORT

- Primary responsibility for handling California Humanities' mail and registering incoming checks as part of the organization's accounting function.
- Primary responsibility for ordering and reorganizing office supplies and print materials (letterhead, business cards, collateral), and ensuring the office remains at operational capacity with regard to supplies.
- With support from the Human Resources consultants, handle routine, day-to-day people operations tasks, such as processing paperwork, updating employee records, and responding to basic employee inquiries.
- Manage and update the office calendar to keep all staff abreast of California Humanities' activities.
- Collect and file monthly advocacy timesheets from all staff and forward these timesheets quarterly to accounting.
- Coordination and oversight of California Humanities staff retreats, celebrations, and other social gatherings.

- Work with the CEO and appropriate staff on other organizational events as requested.
- Provide general office oversight and serve as the first point of contact for general phone and email inquiries.

Qualifications:

- Minimum of 4-5 years of experience in an office, preferably in a non-profit environment.
- Experience with technology systems and facilities management.
- Experience with QuickBooks, Bill.com, Salesforce, and Microsoft Office 365.
- Ability to juggle multiple tasks, be responsive to staff requests, and understand how to prioritize competing needs.

The Operations Coordinator is a regular, full-time, non-exempt position with hourly compensation of \$36.00 – \$41.00 per hour, depending on experience. Benefits package includes a 7% employer contribution to a 403b plan; 100% medical, dental, and vision for employees; and life, short-term, and long-term disability coverage.

Please send a resume and cover letter to jobs@calhum.org by **March 6th, 2026**. No phone calls please.

ABOUT CALIFORNIA HUMANITIES

California Humanities, a nonprofit partner of the National Endowment for the Humanities, promotes the humanities – focused on ideas, conversation, and learning – as relevant, meaningful ways to understand the human condition and connect us to each other in order to help strengthen California. California Humanities has provided grants and programs across the state since 1975. To learn more visit www.calhum.org, or follow us on [Facebook](#), [Twitter](#) and [Instagram](#).

California Humanities is an equal opportunity employer and believes in a diverse workforce; applicants from all backgrounds are encouraged to apply.