Sharing Center of Central Brevard

Date: March 29, 2016

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Cocoa, FL 32922

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Operations Manager

- Assist the President as appropriate and directed in the management of the day to day activities of the SCCB. Maintains a good understanding of the community demographics, constituents' needs and trends, and governmental and community developments as they pertain to the operation and functioning of the SCCB.
- Coordinate with the President/CEO to determine the daily activities.
- Coordinate/Oversee work schedule of Volunteers/Employees in all departments.
- Perform final interview with Emergency Food & Shelter Program (FEMA) applicants. Set appointments, verify information provided by the client, process paperwork & make final commitments where required.
- Work with volunteers/employees to ensure that proper procedures & paperwork are followed in regards to grants & programs.
- Assist staff/volunteer with clients when needed.
- Coordinate with staff/volunteer the weekly pick-up schedule.
- Handle special requests for pick-ups of donations. Coordinate schedule with available drivers & donors.
- Schedule/Oversee volunteers from work release; court ordered/volunteer community service; Wages program and special projects. Maintain time cards, complete and submit paperwork in the required time constraints.
- Coordinate with food pantry volunteer to replenish stock and determine need.
- Coordinate with President/CEO the ordering, delivery, storage, distribution & inventory control of stock. Maintaining all program required paperwork & reports.
- Work with the Thrift Store & Kitchen managers on a daily basis to determine department needs, i.e. volunteer, supplies, schedules, etc.
- Liaison with other agency staff/volunteer & President for special need projects.
- Collect & verify all employee time cards for bookkeeper.
- Fills in for volunteers/employees in office & food pantry when needed.

- Performs those duties and tasks that are necessary to "get the job done" as and when needed.

- Must possess a valid Florida driver's license and current automobile liability insurance policy.

Must have strong interpersonal skills including the ability to deal effectively with a wide range of personalities, socio-economic groups and organizations. Displays strong and effective leadership capabilities. Have a strong understanding of the unique needs of a charity organization- its strengths and weaknesses. Is able to communicate the written and spoken word with tact, diplomacy, and authority when necessary. Has good organizational and managerial skills, well disciplined, able to meet deadlines, self-starter, able to work under the pressure of many priorities, deadlines and changing circumstances, flexible and adaptable. Has a "can do" attitude and be willing to do what it takes (and when) to get a "job done well". Is computer literate, including at least MS Word, Outlook, Excel, and is able to be "self-sufficient" in the day to day work environment. The employee is expected to adhere to all the CBSC policies and to act as a role model in the adherence to the SCCB policies.

Education and Experience:

- Bachelor's degree in Business or Public Administration, or closely related field* plus a minimum of four years of relevant work experience.
- Solid understanding of and experience in supervising and motivating staff.

*An equivalent combination of related education and experience may be substituted for the requirements above as approved by the President/CEO.

40 hours per week plus benefits.