



JOB DESCRIPTION – BUSINESS OPERATIONS COORDINATOR (PART-TIME)

EverThrive Illinois works to achieve reproductive justice in the health care ecosystem through community-driven partnership, policy action, and systems change. We envision a just and affirming health care ecosystem where individuals, families, and communities can thrive. Our work is rooted in our core values of reproductive justice, anti-racism, centering the most impacted, and bold and transformative action.

The Business Operations Coordinator is responsible for supporting office operations and procedures in order to ensure organizational effectiveness and efficiency and providing operational support related to programs. The Business Operations Coordinator will report to the Business Operations Manager.

RESPONSIBILITIES

- Welcome guests, in person or on the telephone; answer or direct general inquiries
- Assist the Business Operations Manager with office logistics
- Provide operational support with campaigns, meetings, and project to program team
- Assist with outreach worker documentation
- Monitor organization mail and email account and direct to appropriate staff
- Assist with vendors and service providers relationships
- Maintain organizational calendars
- Support event planning as needed
- Compile and distribute staff meeting agenda and notes
- Other duties as assigned

QUALIFICATIONS

- 2-3 years of relevant work experience in business operations and/or bachelor's degree in a relevant field
- Experience with coordinating and planning meetings or projects
- Ability to work within a multidisciplinary environment with an emphasis on teamwork
- Strong written and verbal communication skills, including public speaking
- Ability to work flexible hours, including weekends and evenings
- Ability to build rapport with individuals and providers and exhibit exceptional listening skills

TALENTS AND COMPETENCIES

- Shows initiative and accountability
- Reacts well under pressure
- Uses effective oral and written communication skills
- Keeps others adequately informed
- Resolves problems in early stages
- Identifies problems in a timely manner and elevates to supervisor as necessary
- Demonstrates accuracy, thoroughness, and commitment to excellence
- Manages competing demands
- Discreet with confidential information, whether personal or professional

1006 S. Michigan Ave, Suite 200 | Chicago, IL 60605

312.491.8161 | 312.491.8171 fax | info@everthriveil.org | www.everthriveil.org



EverThrive Illinois is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. **The hourly rate is \$21/hour up to 20 hours per week. This is a grant funded position July 1, 2022 to June 30, 2023, and continued employment is contingent on the receipt of grant funds.**

Please send a resume and cover letter to resume@everthriveil.org. Subject Line: Application for Business Operations Coordinator. No phone calls please.

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