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[www.charlottelegaladvocacy.org](http://www.charlottelegaladvocacy.org)

## **JOB NOTICE**

### **Operations Coordinator**

Full-time Position Available

Posted: August 20, 2021

Charlotte Center for Legal Advocacy, a non-profit agency that provides legal assistance in civil matters to low-income persons in Charlotte and Western North Carolina, seeks a **Facilities and IT Coordinator** in its *Administrative Department*.

The Advocacy Center is funded by contributions from individuals and law firms, the United Way of Central Carolinas, grants from federal, state, local government and private foundation and client fees but receives no Legal Services Corporation funds. More information about the Advocacy Center can be found at our website: [www.CharlotteLegalAdvocacy.org](http://www.CharlotteLegalAdvocacy.org).

The Coordinator will be a member of the Administrative Team, will work with the management team and program staff to meet the technology and facility needs for the organization, and with the administrative team on other tasks as needed.

#### **The Coordinator role will include the following responsibilities:**

##### **Facilities**

- Oversee safety of occupants by ensuring building is free of hazard;
- Work with staff and partner organizations to coordinate building resources;
- Supervise janitorial and groundskeeping contracts to ensure proper cleaning and upkeep;
- Oversee the maintenance and repair of building facilities, including electrical and plumbing;
- Manage security, access, and other building systems;
- Manage physical day-to-day building operations;
- Oversee repair and warranty requests;
- Participate in negotiating vendor contracts for services including janitorial, maintenance, document destruction, waste, and recycling services;
- Schedule repairs and maintenance for all equipment and services related to the building;
- Maintain supply inventories for organization; and

##### **Technology**

- Coordinate day-to-day computer and technology systems for internal operations;
- Serve as a liaison and a point of contact with IT consultants;
- Manage equipment needs and warranties, including postage meter, copiers, conferencing equipment, staff equipment and other connected devices;
- Oversee disaster recovery and backup systems;
- Respond to requests for IT help tickets from staff;
- Provide staff technology training;

**Other Administrative**

- Other tasks and duties as assigned by Administration.

**Qualifications**

- Relevant technology training or experience, or two-year or four-year college degree;
- Knowledge of computer operating, software, and other technology systems;
- Proficiency in MS Office, including Word, Excel, Power Point and Adobe PDF Pro;
- Excellent project management and organizational skills;
- Able to troubleshoot and problem solve independently;
- Able to work in a collaborative team environment and effectively communicate with co-workers and clients in virtual, face to face and meeting settings; and
- Experience working with low-income communities at a non-profit or community-based organization within a multi-ethnic/multi-cultural environment preferred.

**Start Date**

Position available and open until filled.

**Classification**

The position is a full-time salary non-exempt position. Annual salary range \$34,500 – \$48,000 depending on experience and skills; Charlotte Center for Legal Advocacy offers a generous leave and benefits package.

**To Apply, please send all of the following** to: Administrative Manager, Charlotte Center for Legal Advocacy, by email to [careers@charlottelegaladvocacy.org](mailto:careers@charlottelegaladvocacy.org) or by mail to 1431 Elizabeth Avenue, Charlotte, NC, 28204, *email is preferred.*

- ***Detailed letter explaining your qualifications for and your interest in this specific position and organization***, include your education, previous life and work experience, availability, and other relevant information;
- Resume;
- Salary requirements; and
- Names and telephone numbers of three references;

**Form letters and inquiries not containing this information *will not be considered.***

***Charlotte Center for Legal Advocacy is an equal opportunity employer.  
Veterans, women, minorities, and disabled persons are encouraged to apply.***