



Kansas Coalition for Common Sense

Operations Coordinator - Full time

Reporting to the Managing Director (and Executive Director), the Operations Coordinator will support all programming of the organization by overseeing administration and operations internally to Kansas Coalition for Common Sense (KCCS) and Kansas Common Sense Fund (KCSF).

Specifications:

- Work will be majority virtual, but require some travel within the state of Kansas and in-person meetings and events
- This position requires 40 hours + work each week. However, we will be somewhat flexible on schedule.
- Occasionally requires in-person work at Lawrence office.

Responsibilities:

The Operations Coordinator will support the Kansas Coalition for Common Sense by prioritizing administrative responsibilities including but not limited to: coordinating and scheduling meetings for Executive Director, fiscal responsibilities, electronic data and file management, data entry-related responsibilities, travel coordination, and overall office management. The Operations Coordinator will also be responsible for grant program-specific duties.

Job Responsibilities may include – but are not limited to – the following:

Fiscal Responsibilities

- Help prepare prior authorizations, encumbrances, purchase orders, payment vouchers, invoices, expense reports, contracts, and other fiscal documents.
- Process invoices, assists in purchasing of general office supplies, assists in the management of the procurement card, and maintains receipts and other supportive documentation.
- Check the PO Box in Topeka once a week, scan files and file appropriately.

Electronic Data and File Management:

- Perform grant outreach activity tracking. Populate Subrecipient Reporting Folders.
- Download, sort, and organize grant applicant files & HR files
- Data entry for grant program activities as requested.

Travel Coordination:

- Manages all staff travel arrangements, including the reservation of rental vehicles, hotel reservations, air travel, and other travel related items.
- Assists in the development of required travel or hospitality forms.



Skills/Qualifications:

- Bachelor's degree in accounting, business administration or related field preferred. Comparable education and experience will be considered.
- Excellent attention to detail, follow through, and organization skills.
- Excellent analytical skills for tracking, measuring and reporting.
- Experience working with a health care, child advocacy, or social service agency preferred.
- Requires a high level of personal and professional integrity and accountability.
- Strong organizational and time management skills are required.
- Ability to thrive in a constantly changing, often unpredictable, and sometimes stressful environment.
- Detail oriented with the ability to manage multiple projects and deadlines.
- Ability to work effectively in collaboration with diverse groups of people and organizations.
- Receptive to constructive feedback and possessing a growth mindset.
- Passionate about Kansas, motivated, positive, mission-driven, and self-directed.

Additional Values Requirement:

- Successful applicants must be committed to the mission and values of the Kansas Coalition for Common Sense. They should be invested and committed to the state of Kansas and our shared progressive organizations, values, and issues.

Compensation:

Please note this job description is not designed to cover or contain a complete listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, or activities may change at any time with or without notice based on organizational needs.

Salary: \$50,000 annually. ***This salary is flexible for the right candidate.*

Benefits:

- Blue Cross Blue Shield of Kansas health & dental coverage (KCCS pays 80% of employee healthcare).
- SIMPLE IRA: KCCS match up to 2%.
- 80 hours or 10 working days paid annual leave. KCCS observes 10 other paid holidays throughout the year.
- Unlimited Sick Leave. This simply means we observe the honor system. Do your job well and we support you and your health needs. We trust our employees to take time off when needed, while also meeting the responsibilities of their job.
- Professional Development and mentorship: we value your professional growth and we offer many professional development opportunities, and classes.



Kansas Coalition for Common Sense provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

About Kansas Coalition for Common Sense:

Kansas Coalition for Common Sense (KCCS) is a progressive advocacy organization and nonpartisan communication hub. Our team develops research-based messages to empower Kansas voters, advocates, and leaders in their fight to advance common sense Kansas values. We assist our partners with critical communication services and training to grow our coalition and cultivate new leaders in every corner of the state.

KCCS is a new progressive organization in Kansas that exists to support our allies and partners. Due to its start-up status, there is an opportunity for growth and advancement for the right applicant.

KCCS, and our related 501(c)3 Kansas Common Sense Fund, believes diversity is a source of strength. We aspire to be an organization that welcomes each of our employees' unique characteristics, perspectives, identities, and lived experiences. We aim for a work environment of inclusion where individuals can contribute fully and feel valued, engaged, and supported to reach their full potential.