



# Operations Coordinator

JOB DESCRIPTION  
FULL TIME POSITION

## Who We Are

[United to Learn](#) is an education nonprofit that is changing lives by transforming the relationship between schools and community. The United to Learn network brings together more than 75 partners including 49 Dallas ISD elementary schools as well as private schools, faith-based organizations, and businesses working together to accelerate student achievement, develop purposeful leaders and create a united and thriving community.

## What We Believe

Our values underpin everything we do. Together we aim to be:

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

## The Role

United to Learn's **Operations Coordinator** supports our mission and programs by maintaining the quality, productivity and efficiency of the office through accurate, detailed financial reporting, internal communication tools, IT and HR. This role works with internal and external stakeholders and reports to the Chief Operations Officer.

## Essential Responsibilities

### *Finance*

- **Maintain Quickbooks Online**, or other accounting software in a timely manner
- **Review and Process** credit card statements, accounts payable/checks and employee reimbursements
- **Update monthly cash-flow reporting**
- **Maintain accurate paperwork** for all payables and receivables
- **Assist with budgeting** and related reporting
- **Support Bi-Weekly payroll processing**
- **Coordinate with advancement team** to ensure accuracy in donor management database and reporting
- **Support with annual 990 filing and audit information requests**

### *HR, IT & Overall Operations*

- **Assist with HR functions** including recruiting and on-boarding of new employees, performance evaluation process and staff communications.
- **Collaborate with Information Technology** consultants as needed to support organizational needs
- **Support United to Learn staff** as needed with Google online platform and Microsoft Office
- **Work with project management teams** and assist with online systems (Asana)
- **Work collaboratively** with other coordinators to provide reporting, administrative support or duties as assigned.

## Ideal Candidate Qualifications

- Demonstrate a strong commitment to equity, public education, student achievement and U2L mission, vision and values.
- Display excellent written and verbal communication skills to engage a wide range of stakeholders.
- Maintain discretion with highly confidential information.
- Be proficient in Excel, Word, Google Suite, Quickbooks Online, Asana and other project management systems.
- Able to nimbly adjust priorities, positively receive feedback and manage multiple tasks while working collaboratively.
- Hold a Bachelor's Degree and a minimum of two years in accounting/finance.

**To apply, please email a cover letter and resume to [careers@unitedtolearn.org](mailto:careers@unitedtolearn.org).**

**OUR MISSION:** Changing lives by transforming the relationship between schools and community.