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Operations Coordinator

Chabad Waterloo

Primary Purpose
Reporting to the Executive Director, the Operations Coordinator will provide hands-on operational support to ensure the smooth day-to-day functioning of Chabad Waterloo. The position will support facility operations, vendor and contractor coordination, invoicing and payments, event logistics, and other operational priorities as required.

This is a hands-on role suited to someone who is highly organized, resourceful, dependable and comfortable managing a variety of tasks and priorities in a dynamic community environment.

General Operations

- Provide regular operational support to the Executive Director, including reviewing priorities, tracking tasks and following up on projects and outstanding items.
- Maintain organized records and operational documentation.
- Identify operational needs and proactively address issues or bring them to the attention of the Executive Director.
- Drive to various locations to pick up and deliver materials, supplies and equipment.
- Provide general administrative and logistical support as required.

Events and Programming Support

- Lead and coordinate the operational execution of Chabad events and programs, including developing and implementing event logistics and action plans.
- Coordinate event-related logistics such as supplies, equipment, set-up, take-down, deliveries, vendors and on-site requirements.
- Work with staff, volunteers and vendors to ensure events run smoothly and operational deadlines are met.
- Assist with transportation and logistical requirements associated with events, programs and general operations.
- Support events during evenings and weekends as required. Note: This position is responsible for the **operational execution** of events and programs, not for determining which events or programs the organization will offer.

Facilities and Vendors

- Coordinate maintenance, repairs and other facility services required on Chabad property.
- Communicate with contractors, tradespeople and service providers, including obtaining quotes, scheduling work and following up to ensure work is completed.
- Monitor facility-related issues and ensure appropriate follow-up and resolution.
- Coordinate the purchase, delivery and organization of supplies and materials.

Skills and Abilities

- Strong organizational, project coordination and problem-solving skills, with the ability to manage multiple priorities and deadlines.
- Advanced computer literacy and strong proficiency with Google Workspace (including Gmail, Google Drive, Docs and Sheets).
- High level of comfort using WhatsApp for communication and coordination.
- Excellent communication skills, with the ability to communicate clearly and professionally with contractors, vendors, staff, volunteers and community members.
- Ability to plan, prioritize and organize work independently and follow through on tasks to completion.
- Strong attention to detail and ability to maintain accurate records.
- Ability to be resourceful, flexible, dependable and comfortable taking initiative.
- Ability to maintain a high level of confidentiality, professionalism and integrity.
- Demonstrated ability to support and reflect the organization's mission, values and philosophy.
- Professional, courteous and service-oriented approach when working with community members and stakeholders.
- Comfortable working in a hands-on environment where priorities may change based on organizational needs.

Knowledge/Education/Experience

- Demonstrated experience coordinating operations and following processes.
- Knowledge/experience with not-for-profit organizations would be an asset.
- Prior experience as an operations assistant, events coordinator, project manager or in a similar role is required.
- Must have a valid driver's license and access to a reliable vehicle.
- Must be located in Waterloo Region.
- Ability to work occasional evenings and weekends, particularly in support of events.

Salary: $40/hour.

This is a part-time position of approximately **10–20 hours per week**, depending on current projects, events and operational needs. Hours may vary from week to week. The successful candidate must have reasonable flexibility to work occasional evenings and weekends, as well as daytime hours when required.

The position is primarily **work-from-home**, with regular travel within Waterloo Region for events, meetings, supply pick-ups/deliveries, facility matters and other operational needs.