



OUR MISSION

At Milken Community Schools, we think education is more than what you know. Our School, founded on Jewish values, is about who our children can become and how they can help others become who they might be. Because the world our children will create tomorrow is born in the School we build today, our mission is to educate our children so they can surpass us.

POSITION OVERVIEW

The Operations Coordinator is responsible for working with the Events Coordinator and Operations team to plan and execute varied Operations activities on campus.

Reports to: Director of Operations and Safety

Shift: Monday – Friday, 7:00 am – 3:30 pm

RESPONSIBILITIES

- Coordinate repair, maintenance and installation of projects.
- Maintain vendor files, event files, and safety files.
- Coordinate 3rd party repair vendor visits.
- Maintain custodial and event supply inventory.
- Process vendor invoices in Education Edge, including maintaining accounts payable spreadsheet.
- Work with Operations Team Members to fulfill various work orders when needed.
- Assist Events Coordinator with set-up and break-down as needed.
- Coordinate Operations and Safety related events and projects with other Departments.
- Perform other, related duties as assigned.

QUALIFICATIONS

- Strong English language skills, verbal and written, Spanish a big plus.
- Strong interpersonal skills and acute sense of customer service delivery.
- Strong problem-solving skills and orientation.
- Computer proficiency, including working knowledge of Excel, Word, Event Management Solutions (E.M.S.), School Dude or equivalent(s).
- Able to walk without difficulty over varied grounds and terrain, including stairs.
- Able to lift 40 pounds from a standing position.
- Able to lift objects overhead, pivot and return object to original position.

Interested candidates may [apply here](#).