



Operations Manager Apprenticeship Description

Vital Link helps young people gain experience, unlock doors and build the confidence they need to create a better future.

Vital Link is a nonprofit organization with a mission to provide career exploration to in-school and out-of-school youth to create a stronger workforce and our success depends on our unique ability to be the link between industry and education, to solve problems and overcome obstacles that prevent students' access to education, experience and opportunities.

If you are enthusiastic about connecting with people, energized by our mission and vision, enjoy being a part of a team- we invite you to apply!

Under the supervision of the Program Director, the Project Coordinator is responsible for ensuring success of all programs, assistance in having grants prepared in a timely and successful manner and assistance in delivering programs to participants. The Coordinator also performs administrative duties and ensures that program requirements are met.

KEY ROLES (Essential Job Responsibilities):

Success of the organization & programs

- Deliver successful programs.
- Development relevant data to promote programs.
- Provide data and work on grants.

Program Development and Implementation

- Assist the directors and management team as needed to ensure all reports are completed.
- Work with the reports on the grants for the organization and ensure that grants and all necessary materials are prepared within the due dates.
- Plan, schedule, and ensure the implementation of quality programs and activities in core program areas that meet required guidelines.
- Ensure that all program areas are organized and clean.
- Ensure that there is a positive environment for participants to learn, interact, and grow.
- Network with industry representatives to join as volunteers, judges, speakers, or hosts of the programs.
- Work with education partners to create the programs, ensure success and provide data per each program.
- Attend mandatory meetings and training sessions.
- Create, maintain, and submit accurate program schedules, attendance, records, and reports.
- Oversee proper tracking of data for reporting purposes.
- Assume other duties and responsibilities as assigned.

- Analyze data to inform operational decisions or activities

- Review financial statements, sales, or activity reports or other performance data to measure productivity or goals achievement or to identify areas of need for program improvement

- Analyze records to improve efficiency



- Direct organizational operations, projects, or services
- Direct administrative activities directly related to making products or providing services
- Manage the movement of services into and out of facilities to ensure efficiency
- Direct and coordinate activities of businesses or department concerned with the product/services
- Direct non-merchandising departments of business, such as advertising or purchasing
- Direct sales and marketing, or customer service activities.
- Direct and coordinate activities of businesses or department concerned with the production, pricing, sales, or distribution of products.
- Assist with staff schedules or work assignment
- Assist with staff work schedules for specific duties
- Monitor performance or organizational members or partners
- Coordinate financial or budgets for activities
- Assist with establishing or implementing departmental policies, goals, objectives, or procedures in conjunction with board members, organization officials or staff members
- Assist with development or improvement product-marketing strategies including advertising campaigns
- Assist with employee training program
- Assist with performance personnel functions, such as selection, training or evaluations
- Determine resource needs
- Manage environmental sustainability projects,
- Plan facility layouts and designs
- Plan store layouts or design displays

Requirements and Qualifications:

- Ability to communicate well independently and as a member of a team, to prioritize tasks and to develop and maintain effective working relationships with a variety of stakeholders.
- Build relationships with industry professionals in order to build new partnerships and areas of growth for programs.
- Excellent interpersonal, organization and leadership skills.
- Demonstrated ability to achieve outcomes, experienced problem-solver, creative thinker, personable, and flexible.
- Accuracy and close attention to detail, ability to work with minimum supervision.
- Computer literacy, including Adobe, Microsoft Office (Excel, Word, Publisher, Canva, Google Workspace).
- Perform additional duties as requested by the Management team



- A passion to help make a difference in the lives of students.
- California Driver's License, car insurance and reliable transportation to travel to meetings, events, and other activities.
- Must pass a background check
- Will be asked to complete a TB test

Salary Range is dependent upon performance and employment tenure.

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

License/Certification:

- Driver's License (Required)

Work Location: Hybrid