



Operations Coordinator

Are you an adept organizer of people, tasks, and information and a savvy relationship builder with a positive attitude?

Do you want to learn and grow while contributing to a small, dynamic organization that is reimagining the higher education experience?

*If this sounds like you, then you should apply to join our team as our full time **operations coordinator!***

Brightspot is a strategy consultancy that is reimagining the higher education experience. We reinvent places, rethink services, and redesign organizations so that people have more engaging experiences on campus and online. Together, we increase student success, faculty research productivity, and staff engagement while achieving space and operational efficiencies.

Applications are due **EOD Monday, May 14th**.

Responsibilities will include:

- Operational support (40%) - project and vendor contracting, expense reporting, and invoicing.
- Project support (20%) - supporting teams in setting up and closing out new projects from tools and folder organization to debrief and data organization at close out.
- Event planning & culture building (15%) - support the social/culture lead in planning and running company social and socials.
- Space & resource management (10%) - ordering & organizing office and project supplies, maintaining our library, and generally ensuring office cleanliness and keeping furniture and equipment in good shape
- Technology support (10%) - triaging initial tech issues and coordinating with tech consultants for more in depth issues.
- Reception & general administrative (5%) - Schedule and maintain internal calendars, manage mail, answer phones, and greet visitors.

More about you:

- A bachelor's degree with 1-2 years of experience
- Superb organizational skills and ability to manage multiple projects/tasks
- Positive and enthusiastic attitude
- Proficient in Excel, Microsoft Office, and Google Suite
- Eligible to work in the United States without sponsorship

To apply for the position, complete the following:

- Send a resume and short cover letter as a pdf to jobs@brightspotstrategy.com with subject line: "Operations Coordinator"
- Complete our online questionnaire: <https://goo.gl/forms/rm7KiVGwmFnlbs322>

We offer excellent benefits including medical/dental insurance, 401k, flexible working hours, and generous vacation. We are also an organization that walks the talk and models innovative practices for our clients, including team goal setting, distributing authority and responsibility, profit sharing, transparency, professional coaching, and continuous learning and development. Salary and benefits will be commensurate with experience and potential. Position is full time.