



## Operations Coordinator

**Location:** Seattle Metropolitan Region, WA; Remote Until Further Notice

**Employment Type:** Part-time, 90 day contract, temp to hire

**Compensation:** \$25-30/hr at 20 hours/week, non-exempt

**Start date:** September 7, 2021

**Reports to:** APACE Board Member(s)

### Description of Organizations

Asian Pacific Islander Americans for Civic Empowerment (APACE C4), a 501c4 nonprofit organization, envisions a just America that assures social, economic, and political equity for the diverse Asian American and Pacific Islander community.

<http://www.apace-wa.org/>

APACEvotes (APACE C3), a 501c3 nonprofit organization, strives to increase access and participation in electoral and civic affairs by registering, educating and protecting APIA voters.

<https://apacevotes.org/>

Both APACE C4 and APACEvotes are fiscally sponsored by Win|Win Network:

<http://winwinnetwork.org/>

### Job Description

APACE and APACEvotes are seeking an Operations Coordinator who is experienced in nonprofit operations management. The coordinator will be responsible for overseeing the day-to-day operations of all APACE C3 and C4 entities. The Operations Coordinator is specifically responsible for managing organizational compliance, as well as overseeing daily finances, records management, and administrative functions of the organizations.

This role ultimately supports our mission of increasing access and participation in electoral and civic affairs by registering, educating and protecting AAPI voters. We strive to create an active and powerful AAPI community that is well-educated on the issues, informed of the political process, and mobilized to participate in our democracy. The



coordinator's time will be split 20% at APACE (501c4) and 80% at APACEvotes (501c3).

## **Primary Responsibilities**

### *Organizational Compliance*

- Work closely with current and new fiscal sponsorship partners, Win|Win Network, Win|Win Action and OCA Seattle to ensure compliance with all federal, state, and other legal regulations for all APACE entities.
- Oversee all reporting to the Washington State Public Disclosure Commission (PDC), including tracking report delivery and supporting APACE staff in completing their reports to PDC.
- Ensure compliance with IRS regulations for 501c3 and 501c4 organizations by providing input to APACE staff on which activities are and are not allowable according to IRS guidelines.
- Work with APACE staff to ensure compliance with all grant terms and limitations.

### *Financial Management*

- Work with Win|Win to coordinate all aspects of APACE's finances including ap/ar, payroll, benefits, admin with fiscal sponsor and provide other finance functions such as compliance with laws & regulations.
- Work with board and staff to develop annual program budgets for APACE. Support staff in ensuring that their spending remains within budget limitations.
- Track expenses against approved budgets and funding agreements.
- Prepare budgets and reports using QuickBooks for monthly Board review, decision-making, annual budget development, grant proposals and other purposes as required.
- Ensure APACE employees, volunteers, interns, and contractors to comply with financial processes including timesheets, reimbursement procedures and W9s.
- Support the Board fundraising plan and other development strategies.
- Identify and implement operational and cost efficiencies to ensure a sustainable future for APACE's goals, plans and priorities.

### *Human Resources*

- Serve as primary liaison between APACE and fiscal sponsor Win|Win, updating Win|Win on organizational operations and decision-making.
- Coordinate human resources administration with Win/Win to provide basic HR functions such as hiring, onboarding and off-boarding of employees, volunteers, interns, and contractors.
- Help develop and draft agency policies such as performance reviews, PTO, etc.
- Train and coach APACE employees, volunteers, interns, and contractors in administrative procedures and processes, including timesheets, expense reimbursement procedures, and data management tools.

### *Records Management*



- Oversee and supervise data management including permissions, organizing, storing, and analyzing for effective operations.
- Develop record keeping systems and produce reports as required.
- Help manage APACE's CRM and report donations to PDC.
- Monitor the project management, fundraising and grant applications.
- Provide logistical support for meetings and events including staff and board meeting room bookings.
- Oversee office management, supplier contracts, licenses, insurance policies, leases and other fiduciary and compliance requirements.

### **Qualifications**

- Commitment to APACE's mission of political empowerment.
- Two or more years demonstrated financial and operations experience including proficiency with Excel, cloud data management, accounting systems, CRM, or project management systems.
- Experience in nonprofit settings strongly preferred, particularly experience with nonprofit fiscal sponsorship and fiscal sponsorship transitions
- Knowledge of the differences between 501c3 and 501c4 organizations is preferred.
- Experience with the PDC or other financial compliance reporting is preferred.
- Strong written and oral communication skills.

### **Nondiscrimination Policy**

APACE/APACEvotes is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, national origin, citizenship status, disability, marital status, sexual orientation or veteran status.

### **How to Apply**

Priority deadline is August 20th, 2021. However, APACE will accept applications on a rolling basis until the position is filled. Please email a detailed cover letter and resume describing your interest in the organization and position and any questions to: Alisa Lee, APACE Program Manager, [alisa@apace-wa.org](mailto:alisa@apace-wa.org).