



**BELONG**  
**partners**

*Building Equitable Learning Opportunities  
and Nurturing Growth*

## POSITION ANNOUNCEMENT

March 2026

Position: Operations Coordinator

Location: We are mostly remote, but prefer candidate to be based in or near Seattle, WA

Job Type: Part-time (10 hours per week), Temporary (March-June 2026)

Hourly rate: \$35/hr

This is a part-time, temporary contractor position scheduled to run through July 1, 2026. The role will pause for the month of July with the potential for the contract to be renewed in August 2026, with the possibility of continuing through the remainder of the academic year, depending on organizational needs and funding.

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**About BELONG Partners:** BELONG Partners is a leading education equity nonprofit, working with partners to build equitable learning communities that center the dignity, voice, and agency of young people. We employ a variety of social emotional learning (SEL) models that are science-based, culturally relevant, trauma-responsive, restorative, and child-centered to transform the way adults teach, parent, and care for youth.

BELONG Partners is a 501(c)(3) non-profit founded in 2007. Our vision is a world where children know they matter and belong. Over 15 years, we have developed a solid model and a reputation as a trusted and effective partner, supporting schools to systemically address disciplinary practices that harm children and perpetuate racial and other inequities.

We are committed to having a diverse workforce. We strongly encourage individuals who are Black, Indigenous, or People of Color to apply.

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### **Job Summary:**

BELONG Partners is seeking a part-time contractor for an Operations Coordinator role who will provide administrative support in area of finance, development, and program to keep daily operations running smoothly. Working closely with the Operations Manager, the role helps maintain accurate accounting reports and ensure reliable data entry across our database systems. The ideal candidate will be systems-oriented, able to proactively identify problems and offer solutions to senior staff, and capable of working both independently and collaboratively.

### **The Operations Coordinator's duties include the following:**

#### ***Team Administrative Support (approx. 30% time)***

- Calendar management support for all-staff meetings and program team meetings
- Provide support to Operations Manager on special projects

#### ***Finance Support (approx. 30% time)***

- Consistent and accurate entry of transactions, expenses, deposits, and employee expenses in accounting reports

- Manage and collect receipts and statements, prepare weekly accounting reports for bookkeeper and Operations Manager
- Monthly credit card reconciliation
- Coordinate and export employees' expense export from database
- Coordinate, file and prepare submitted expense receipts from employees

**Development Support** (approx. 20% time)

- Maintain donor records in database ensuring records are up-to-date
- Regularly and accurately enter gifts in database

**Program Support** (approx. 20% time)

- Provide administrative support to program team by accurately entering services in database
- Track and manage current non-disclosure agreements, ensure agreements are on file for districts annually

**The ideal candidate will have these core competencies:**

- **Excellence in a support role:** You have experience directly supporting senior managers/executives and other staff.
- **Excellence in a customer service role:** You are committed to excellent customer service for the public and internal customers alike.
- **Organized and attentive to detail:** You're organized, detail-oriented and accurate. You capably manage multiple projects.
- **Effective under pressure:** You have experience with high volumes of complex logistical details.
- **Strong communication:** Clear, thoughtful verbal and written communication; asks clarifying questions when needed.
- **Tech savvy:** When working with a new program or application you quickly become fluent.
- **Problem-solving:** You adapt when unexpected challenges arise and quickly reorient and identify the best new course of action.

**Required Experience:**

- 3+ years of experience with financial tracking, data management, and administrative support, preferably in a nonprofit setting.
- This position requires the candidate to have a stable internet connection and a personal laptop/computer.
- Strong technology skills and adaptable to new software: Salesforce; Microsoft Suite (Outlook, Word, Excel, PowerPoint); Google Workspace (Docs, Sheets, Slides), Slack
- Experience working with teams and individuals with diverse racial, cultural, and ethnic backgrounds.
- Pass Washington State criminal background check.
- Bachelor's degree or similar experience.

**To Apply:** Please submit a resume and a cover letter briefly addressing questions below:

1. Describe your interest in the role.
2. Using a scale of 1-5 (1 being "Basic" and 5 being "Advanced"), rate your fluency with the following programs:
  - MS Office Suite (Outlook, Word, Excel, Adobe)
  - MS SharePoint
  - Salesforce
  - Slack

Please send your application as a single PDF with your application to [hr@belongpartners.org](mailto:hr@belongpartners.org) with "OPS Coordinator" in the subject line. For full consideration please submit complete applications by March 16th, 2026. Open until filled.

## **Application Process**

We plan to conduct screening interviews on a rolling basis as applications are received. We anticipate interviews with top candidates and offer will be made between March and April. Ideally, we'd like our OPS Coordinator to start in March 2026. **Please, no phone calls, emails or other inquiries.**

*BELONG Partners is committed to recruiting, hiring, developing, fairly-compensating, and promoting the best qualified individuals for positions at all levels within the organization. We believe the organization's goals can only be attained by utilizing the diverse skills and backgrounds of all our employees. We therefore maintain an unequivocal commitment to and support of equal employment opportunity for all individuals, free from discrimination based upon characteristics protected by law such as race, color, national origin, caste, religion, creed, age, sex, sexual orientation, gender identity, marital status, disability, veteran status or any other characteristic protected under local, state, or federal law.*