



Crowley's Ridge Development Council, Inc.

A Community Action Partnership Serving Northeast Arkansas Since 1969

P.O. Box 16720 2401 Fox Meadow Lane Jonesboro, AR 72403
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Job Title: Operations Coordinator

Location: Northeast Arkansas Regional Recovery Center (NEARRC)

Reports To: Megan Baird, Director

FLSA Status: Non-Exempt

Employment Type: Full-Time

Position Summary:

The Operations Coordinator supports the efficient and organized functioning of the recovery center's daily operations. This position is responsible for managing facility logistics, maintaining inventory, processing administrative tasks, and ensuring proper scheduling and documentation related to housing maintenance and staff operations. The ideal candidate is highly organized, detail-oriented, and motivated to contribute to a supportive, structured environment that promotes healing and recovery.

Key Responsibilities:

- **Inventory & Supplies:**
 - Manage and track inventory of facility and program supplies.
 - Order and restock supplies in a timely and cost-effective manner.
 - Maintain accurate inventory records and anticipate future needs.
 - **Administrative Support:**
 - Process and track timesheets for staff and ensure timely submission for payroll.
 - Create and submit purchase orders and maintain proper documentation.
 - Maintain organized files for invoices, receipts, and operational records.
 - Support leadership in preparing reports and compliance documents.
 - **Facilities & Maintenance:**
 - Coordinate and schedule regular maintenance and repairs for residential housing and facility spaces.
 - Serve as point of contact for maintenance vendors and contractors.
 - Track and log maintenance issues and ensure timely resolution.
 - **General Operations:**
 - Assist with onboarding and orientation for new staff and volunteers.
 - Ensure office and facility areas are clean, stocked, and functioning properly.
 - Coordinate logistics for meetings, training sessions, and special events.
 - Serve as a liaison between departments to support communication and workflow.
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Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree preferred.
 - Minimum 2 years of experience in operations, administration, or office management; experience in a recovery, healthcare, or housing setting is strongly preferred.
 - Strong organizational and time-management skills with the ability to manage multiple tasks simultaneously.
 - Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and basic financial systems or databases.
 - Knowledge of basic facility maintenance and vendor coordination.
 - Excellent communication skills and ability to maintain confidentiality and professionalism.
 - Familiarity with recovery principles and trauma-informed practices is a plus.
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Work Environment:

- Recovery center and residential housing settings.
- Occasional evening or weekend availability may be required.
- Requires interaction with program participants, staff, and external vendors/contractors.

Crowley's Ridge Development Council, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Please send resumes to sboggs@crdcnea.com