



## **Government Services Operations Coordinator**

### **2025 Job Description**

#### **Scope and Position Responsibilities**

The Government Services Operations Coordinator supports the VP of Government Services in all administrative, operational, and executive tasks, ensuring smooth operations across the Government Services department. The role involves high-level coordination, scheduling, and the facilitation of day-to-day administrative tasks, supporting both strategic and operational objectives.

**Department:** Government Services

**Supervisor:** VP of Government Services

**Direct Reports:** 0

**Indirect Reports:** 0

#### **Major Areas of Responsibility**

- Email Monitoring: Maintain timely and professional correspondence on behalf of the VP of Government Services.
- Assist the Government Services Department in coordinating meeting times, locations, and relevant logistics. Provide weekly summaries of upcoming meetings and priorities.
- Meeting Preparation and Follow-Up: Prepare meeting briefs, set agendas, and ensure timely follow-up on action items.
- Manage the VP's expense reports, ensuring accuracy and timely submission.
- Assist with event preparation, including room setup, invitations, and day of logistics coordination.
- Oversee and coordinate the logistics of departmental meetings, events, and program activities. Ensure facilities, equipment, and supplies are prepared and functioning for all events and meetings.
- Assist with managing and updating the department's project timelines and program calendars, ensuring smooth execution of key initiatives.
- Input and track departmental data, including Salesforce, and supporting decision-making processes through accurate data reporting.
- Assist the VP with streamlining and improving internal processes,

ensuring that operations run smoothly and efficiently across the

department.

- Plan and coordinate logistics for internal and external events, including meetings, training sessions, and retreats.

### **Qualifications**

- Bachelor's degree in Business Administration, communications, or a related field preferred.
- 2-4 years of experience in administrative support, operations, or a combination of both.
- Experience working directly with executive-level staff is a plus.
- Strong organizational and time-management skills.
- Excellent verbal and written communication skills, with a professional and detail-oriented approach.
- Ability to manage multiple projects simultaneously and meet tight deadlines.
- Proficiency in Google G Suite and data management platforms (such as Salesforce).
- Ability to handle sensitive and confidential information with discretion.
- Must provide a working laptop (PC preferred) and smartphone.
- Ability to work independently and in a team environment.

### **Hours, Compensation, and Benefits**

**Hours:** 40 hours/week: Monday - Friday, 8 am - 5 pm; occasional other hours as scheduled by your supervisor for events.

2024 Salary/Wage: \$59,000 - \$70,800 Annually (Support Specialist II)

Vacation Days: 15 Days

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.

---

**Employee**

---

**Date**