



## **CROSSPURPOSE**

### **Legacy Operations Specialist 2025 Job Description**

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

The Legacy Operations Specialist assists the Program Directors in organizing, coordinating, and executing the program operations related to helping program participants, who we call Alumni and/or Fellows, escape financial poverty and become self-sufficient. The Legacy Operations Specialist is responsible for coordinating the logistics and other activities of the CrossPurpose Legacy team. This position is responsible for the coordination and execution of the day-to-day operations including personal and professional development classes, program calendar, event logistics, data management, basic computer maintenance, and a variety of administrative tasks.

**Department:** Legacy

Supervisor: VP of Legacy

Direct Reports: 0

Indirect Reports: 0

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

- Program Operations
- Event Management
- Data Management

#### **Program Operations Responsibilities**

- Ensure Legacy program compliance by tracking and communicating attendance
- Manage calendar and coordinate with relevant parties to ensure clear communication of events and activities
- Ensure all program equipment is functioning properly
- Manage system for program supplies
- Coordinate all printing projects for the program including handbooks and class binders
- Create timely and accurate stipend reports
- Track enrollment, attendance, supplies, etc
- Oversee tech and operations of daily lessons
- Assist the Directors in tracking expense receipts and completing monthly expense reports

#### **Event Management Responsibilities**

- Assist in the design, plan, coordination, and leading of the execution of logistics, operations, and communications for Family Gatherings, Trainings, and other special events
- Effectively plan and orchestrate 5-6 major events per year, including all purchasing, designing, and communication to those involved
- Recruit, train, and support volunteers to help run program events
- Coordinate closely with the staff team to support community programming, including facility use and hours

#### **Data Management Responsibilities**

- Input data into the existing Salesforce CRM platform to inform the programmatic and operational decision-making process
- Create and enforce policies for effective data management



- Support other program team members in the daily use of Salesforce and ensure the adequacy, accuracy, and legitimacy of data
- Assist with reports and data extraction when needed

### **Qualifications**

- Bachelor's degree plus 1-2 years related experience preferred
- Experienced in small event management (10-200 attendees)
- Strong written and verbal communication skills.
- Detail-oriented and organized, must be excellent with follow-up and follow-through.
- Ability to work in a team environment.
- Ability to problem-solve, multi-task, complete work on time, and work independently.
- Ability to become proficient quickly in Google Suites and other software.
- Deep passion for the CrossPurpose mission and values.
- Strong commitment to Christian faith
- Employees must provide their own working laptop and smartphone.

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

**Hours:** 40 hours/week: Mondays: 8:00 am - 9:00 pm, Graduation/Pitch Night Wednesdays: 9:00am-9:00pm, occasional other hours as needed.

**Salary/Wage:** \$50,000 - \$60,000 Annually (Operations Specialist I)

**Performance Bonus:** Up to 5% of salary

**Vacation:** 15 days per year, plus the office is closed Christmas Day - New Year's Day and staff have limited duties

**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.