

OPERATIONS COORDINATOR

The Operations Coordinator will manage the School's transportation program as well as assist the Department of Operations in administrative functions. The candidate will be responsible for supervising transportation drivers, coordinating logistics, and maintaining work orders and project information. A good candidate will possess superb organizational and planning skills and be able to communicate effectively with many different personalities. A successful candidate will be able to act as a liaison for the Operations Team as well as demonstrate flexibility and problem-solving.

ST. THOMAS HIGH SCHOOL

St. Thomas High School, an all-boys private, Catholic college-preparatory school for grades 9-12 in Houston, Texas is actively seeking to fill the position of Operations Coordinator for the 2019-2020 school year. Ranked among the country's finest college-preparatory schools and founded in 1900, St. Thomas High School continues today to build on its mission: Teach Me Goodness, Discipline, and Knowledge. With an enrollment of approximately 600 students and growing, St. Thomas is committed to providing a multi-dimensional education for young men through a challenging college-preparatory curriculum and an abundance of artistic, athletic, and leadership opportunities. The motivated students, talented faculty and staff, devoted and active parents, a distinguished alumni base, along with an exciting new addition to the beautiful centrally located campus, make St. Thomas one of the most exciting places to work in education.

ESSENTIAL FUNCTIONS AND DUTIES

- Manage logistics and resolve issues for regular daily van routes, activities using the school's vans, and vehicle maintenance and inspections
- Supervise transportation drivers, including approving driver expenses and timesheets
- Process and audit maintenance and/or facilities work orders
- Code and maintain invoices for payment
- Communicate with various stakeholders, such as faculty, staff, student van riders, parents, contractors, vendors, and board members
- Assist in handling with the daily activities needed for facilities, maintenance, capital projects, transportation, and other operations functions
- Organize contracts, documents, notifications, and trainings for the Operations Team
- Perform administrative assignments with minimal direction, such as maintaining project files, preparing reports, tracking inventory, coordinating calendars, and scheduling meetings
- Other job duties as assigned

MINIMUM QUALIFICATIONS

Education

Required: High School Degree
Preferred: Bachelor Degree

Experience

Required: 2-4 years administrative experience
Preferred: Staff management experience
Experience in a school and/or non-profit environment is a benefit, but not required.

Skills

- Superior organizational, communication, and planning skills
- Comfortable in adapting to frequent changes in demands and situations

Certification/Licenses/ Registration

Required: None

Working Conditions

Work is done in an office environment with pleasant working conditions as well as various locations for projects. The work hours are reasonably regular. It is essential to be available before and during times when vans are in transit in case of transportation issues. Ability to work some nights and weekends to support school events is required.

Physical Requirements

Rarely required to exert physical effort

HOW TO APPLY

Please go to the St. Thomas High School website at www.sths.org/about/careers/ and download a **Staff Application** for employment. Email your completed application and résumé to careers@sths.org, or mail your completed application along with your resume to:

Career Opportunity

St. Thomas High School

4500 Memorial Dr.

Houston, TX 77007