

Operations and Facilities Coordinator Job Posting

Position Summary

The Operations and Facilities Coordinator works to further Cornerstone Pregnancy Services' mission in areas concerning the ministry's operations including general maintenance and upkeep of the physical plant.

Responsibilities

Performs job duties consistent with organizational mission

Collaborate with other team members

Maintains professionalism and confidentiality

Identifies purveyors for the organization

Negotiates contracts and fees of purveyors

Makes organizational purchases for commonly used supplies

Qualifications

Relevant experience as a operations manager or purchasing agent

Strong communications skills

Able to work independently and collaboratively

Skilled in project management or motivated to learn

How to Apply

Send resume and cover letter to jobs@cornerstonepregnancy.org

Cornerstone Pregnancy Services

364 Griswold Rd.

Elyria, Oh 44035