

Position Title: Operations Assistant

FLSA Status: Full-time or Part-time

Starting Salary: \$19.00/hour

Benefits: For full-time only, once eligible, 3% match for Individual Retirement Account and 15 days paid time off. For full-time and part-time, 10 paid holidays, two paid half days.

Supervisor's Title: Operations Manager

Location: 1432 Niagara St, Buffalo, NY 14213, and 617 Main St, Buffalo, NY 14203

Organization Mission: WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Website: www.wedibuffalo.org

Programs Overview:

WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI has two focus areas—Education and Economic Development. WEDI's Economic Development focus area provides multi-faceted support to aspiring and early career entrepreneurs, helping them gain access to capital and resources, address challenges, and incubate concepts. Economic Development offers two programs available to underserved residents of all races, ethnicities, and genders: microlending (modest loans to entrepreneurs) and the West Side Bazaar (a small business incubator and community gathering space).

Primary Purpose and Function

The Operations Assistant is responsible for supporting successful and efficient day-to-day operations at WEDI's business incubation facilities. The Operations Assistant will work closely with WEDI's Operations Manager to ensure facilities are clean and meet all standards, and ensure customers and guests are satisfied.

Essential Functions and Responsibilities

Managing Vendors

- Oversee and maintain contracts with vendors who perform duties at the facilities.
- Manage relationships with several vendors who regularly complete work at the facilities.
- Monitor active work being performed by vendors, and act as the on-site point-person.
- Establish relationships with vendors as necessary.

VISION

All residents of Western New York can succeed and thrive in a culturally inclusive community.

MISSION

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

Facility Management and Compliance

- Oversee regular opening of facility ensuring all proper procedures are followed.
- Oversee janitorial duties around the facility and perform duties as needed, such as sweeping, mopping, and the regular cleaning and sanitization of the restrooms.
- Regularly monitor each facility's compliance with several checklists and support Operations Manager in ensuring facilities are always in good condition and clean.
- Maintain the grounds of the facility, ensuring that vehicles are parked appropriately, that snow, ice, leaves, and garbage are promptly cleared, and other tasks as necessary.
- Assist in additional regular operations at West Side Bazaar, such as ordering of supplies.
- Manage the receipt and sorting of incoming mail.

Catering and Events

- Assist with events and other occasions at the facility, such as assisting with setting up or breaking down.
- Manage catering operations by assisting with delivery of catering and the setting up of catering at customers' locations.

Qualifications and Physical Demands

- Ability to lift objects up to 50 lbs. in weight.
- Excellent customer service skills.
- Basic fluency in speaking and reading the English language.
- Attention to detail and ability to follow directions.
- Basic knowledge of cleaning and sanitizing.
- Experience working with people from a variety of cultures and linguistic backgrounds.
- Ability to take initiative and independently manage tasks and schedule.

Preferred Qualifications

- Work experience in a restaurant, hotel, or hospitality setting.
- Knowledge of tools and maintenance work.

Westminster Economic Development Initiative is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, regardless of race, gender, ethnicity, national origin, sexual orientation, religion, age, or history.