



JOB OPENING

OPERATIONS COORDINATOR

Urban Bridge is hiring an Operations Coordinator to join our team!

This is an exciting opportunity to help support the daily administrative and operational functions that keep our organization running smoothly. Our Operations Coordinator will help manage internal systems, HR processes, compliance measures, and logistical support for leadership and staff.

Know someone who'd be a great fit or interested yourself? We'd love to hear from them — or you! Please share this opportunity with your networks and help us continue infusing **HOPE** and powering **POTENTIAL** in our community. Below you'll find a link to learn more about this role's overview, requirements, and more!

INTERESTED?

Apply today by sending a cover letter and resume to operations@urbanbridge.org, and don't forget to complete our [Employment Application](#).

ROLE OVERVIEW

The **Operations Coordinator** will play a key role in maintaining organizational efficiency by supporting administrative operations, human resources, financial tracking, compliance, and office management. This role ensures that Urban Bridge's **internal operations, HR processes, compliance measures, and resource coordination** function effectively to support the organization's mission and programming. The Operations Coordinator will work closely with leadership to strengthen infrastructure, maintain compliance, and enhance efficiency.

QUALIFICATIONS

- Associate's or Bachelor's degree in **Business Administration, Nonprofit Management, or a related field, or comparable experience.**
- **2+ years** of experience in **nonprofit administration, HR support, or operations.**
- Strong **organizational and multitasking skills.**
- Excellent **written and verbal communication skills.**
- Proficiency in **Google Suite, project management tools, and HR systems.**
- A passion for **Urban Bridge's mission** and a commitment to professional growth.

ADDITIONAL INFORMATION

- **Work Environment:** This role offers a hybrid option within **Oklahoma City** based out of The Bridge Impact Center, 1915 N. MLK Ave, OKC 73111
- **Work Schedule:** This role follows a standard work week with occasional evenings and weekends required depending on program needs.
- **Salary/Benefits:** Competitive pay based on education, experience and role responsibilities. Generous benefits, including health insurance and generous PTO.