Center for Planning Excellence (CPEX) is a unique non-profit planning organization that provides planning and policy services, drives cross-agency and collaborative statewide planning initiatives and guides urban, rural, and regional planning and implementation in Louisiana. We provide best-practice planning models, innovative policy ideas, and technical assistance to communities that wish to create and enact a broad spectrum of plans, including master plans and those dealing with transportation and infrastructure needs, environmental issues, and healthy community design. CPEX brings together community members and leaders from across the state and provides guidance as they work toward a shared vision for future smart growth and sustainable development. CPEX continues to be on the cutting edge of climate, resilience, and healthy community design in Louisiana.

**ABOUT THE ROLE**

CPEX is in search of an **Operations Coordinator** to play a key role in ensuring the smooth functioning of our organization. In this role, you will be responsible for assisting with financial operations, human resources functions, and general operational and administrative support.

**PRIMARY RESPONSIBILITIES**

* Provide accounting and clerical support in the areas of billing, benefits, budgeting, payroll, and accounting.
* Process all payments.
* Monitor all billing; draft and send invoices in collaboration with project managers.
* Maintain accurate human resource records and databases, ensuring compliance with legal requirements.
* Maintain and update financial databases, including organizational budget, to ensure accurate and accessible information.
* Produce financial and operational research and reports for staff and board of directors.
* Support in developing and maintaining operational standards and policies.
* Perform other administrative tasks and duties that help CPEX fulfill its mission under the guidance of the Director of Operations.

**SKILLS AND QUALIFICATIONS**

*The following skills and qualifications designate our ideal candidate. We encourage potential candidates to apply even if they do not meet all the criteria below.*

* Bachelor’s or Associate’s degree in Finance, Accounting, or related field. Relevant certification is a plus.
* Proven experience in accounting, financial reporting, and administration.
* High ethical standards and respect for confidentiality.
* Exceptional attention to detail.
* Excellent organizational and administrative skills.
* Desire for excellence and dedication to an accurate work product.
* Self-starter, with the ability to work independently as well as collaboratively when appropriate.
* Proven skills in relevant computer programs including Office and Google Workspace, with the ability to demonstrate Excel skills including creating formulas, filtering, sorting, and referencing data. Database and QuickBooks experience are a plus.
* Excellent communication and listening abilities.
* Ability to thrive in a fast-paced environment and prioritize and manage multiple responsibilities and tasks, sometimes with competing deadlines.
* Solutions-oriented mindset with a focus on delivering results.
* Appreciation for CPEX’s mission and a commitment to equity and sustainability.

**ADDITIONAL DETAILS**

* **Location:** CPEX’s office is located in downtown Baton Rouge and offers a flexible, dynamic work environment. After an initial fully-in-office period, CPEX employees may work some days remotely as the role allows. As a CPEX employee, the successful candidate will occasionally be expected to participate in CPEX meetings and events, occasionally on evenings and weekends with advance notice.
* **Compensation and Benefits:** The Operations Coordinator can either be a part-time, hourly position, or a full-time, salaried position with a competitive benefits package. Salary for a full-time position ranges from $48,000 to $55,000, with the potential for higher compensation for candidates with more experience or certification. The hourly rate for a part-time position would be commensurate.
* **Application Requirements:** Applicants must submit a resume and cover letter to Sydney Young at syoung@cpex.org with the subject line “Operations Coordinator.” Applicants must be authorized to work in U.S. Applications will be accepted until the position is filled; qualified candidates will be invited for virtual or in-person interviews on an ongoing basis.

**DIVERSITY, EQUITY, AND INCLUSION AT CPEX**

CPEX is committed to advancing diversity, equity, and inclusion and we aspire to do so intentionally, in every aspect of our work. We recognize that sustainable prosperity and community resilience cannot be realized in the absence of equity and inclusion for all Louisiana residents, and we strive to lift up all voices in our efforts to ensure that all Louisianans are included in the decisions that impact their communities, region, and state. CPEX is committed to integrating DEI into the fabric of our organization and our work, from our internal culture to how we partner with communities to how we use our resources, and we are continually seeking ways to expand our impact and improve our performance on these measures. A successful candidate will be equally committed to these goals and values.