

**Position Title:** Operations Assistant

**FLSA Status:** Full-time/ Tuesday-Saturday 12:00 PM – 8:00 PM

**Starting Salary:** \$20.00/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 & Events Coordinator

**Location:** 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.

### **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 as well as supporting the Events & Catering Coordinator with a variety of happenings at the 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. In addition, this position will collaborate with Events & Catering to ensure seamless coordination and execution of events.

### **Essential Functions and Responsibilities**

#### *Facility Management and Compliance*

- Regularly monitor the daily operations of the bazaar.
  - Monitor the opening and closing of the bazaar; turning on/off lights, setting up tables and chairs, putting out patio furniture (weather permitting), checking bathrooms, unlocking door and ensuring cleanliness.
- Regularly monitor facility's compliance with several checklists and support Operations Manager in ensuring facilities are always in good condition and clean.
- Manage the receipt and sorting of incoming mail. Pass out to rightful business owners.
- Monitor active work being performed by vendors, and act as the on-site point-person.
- Assist management with answering phones and directing calls.
- Communicate Bazaar needs to the Operations Manager in a timely manner.

#### **Vision**

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

#### **Mission**

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### *Catering and Events*

- Assist with logistical arrangements on site such as setting up equipment, arranging seating, moving and tearing down post-event and ensuring all necessary materials are in place.
- Manage off-site catering operations at the Downtown Bazaar by assisting in packing catering orders to hand off to delivery service.
- Provide on-site support for events at both Downtown Bazaar and West Side Bazaar, including managing registration, directing participants, and addressing any issues that arise.
- Work closely with other team members or departments to ensure seamless coordination and execution of events.
- Quickly address any issues or challenges that arise during events, finding solutions to ensure the event runs smoothly.
- Be prepared to handle various tasks and responsibilities as needed, adapting to changing priorities and circumstances.

### **Required 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.
- Owns a personal vehicle.

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.

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