



California Association of Area Agencies on Aging (C4A)

Operations Manager

Job Description

POSITION OVERVIEW:

Under the direction of the Executive Director, the Operations Manager is responsible for coordinating and managing C4A's internal operations, administrative systems and organizational logistics. This position ensures the smooth functioning of meetings, communications, financial processes, and events in order to support C4A's mission and membership.

The Operations Manager plays a key role in supporting C4A's Board of Directors, committees, and community partners by ensuring effective coordination of meetings, conferences, and organizational activities.

Status: Exempt

Hours: Full-Time

Salary: \$100,000 - \$105,000 annually

Location: Virtual w/periodic travel required

Benefits Include: \$1,000/mo. health insurance stipend

70 hours of annual paid time off

POSITION RESPONSIBILITIES:

- Coordinate logistics for C4A meetings, trainings, webinars, and conferences (virtual and in-person)
- Set up and manage Zoom meetings, webinars, and related technology, including registration, breakout rooms, and troubleshooting
- Assist in developing presentations and materials using Microsoft PowerPoint, Word, Canva, or similar platforms
- Provide conference and event planning support, including venue coordination, registration management, billing, and participant communication
- Record, prepare, and maintain minutes for Board of Directors meetings, committee meetings, and other C4A meetings

- Provide staff support to C4A committees, including scheduling, materials preparation, and follow-up
- Perform data entry and maintain accurate organizational records and databases
- Assist in managing invoicing, billing, and basic financial tracking in coordination with bookkeeper and accounting systems (e.g., QuickBooks)
- Provide excellent customer service to C4A members, partners, and stakeholders
- Support internal operations, including document management, communications, and administrative coordination
- Assist with membership tracking, communications, and engagement activities
- Provide administrative and operational support to the Executive Director and C4A staff
- Other duties as assigned

POSITION QUALIFICATIONS:

- Associate's or Bachelor's degree OR at least 4 years of experience in operations, administration, event coordination, or a related field
- Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with data entry, database management, and spreadsheets
- Experience using QuickBooks or similar accounting software
- Experience developing presentations and materials using tools such as PowerPoint, Word, Canva, or similar platforms
- Experience setting up and managing Zoom meetings and webinars
- Experience with conference planning and logistics coordination
- Experience with invoicing, billing, and financial tracking processes
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Strong customer service and interpersonal skills
- Ability to manage multiple priorities, meet deadlines, and work both independently and collaboratively
- Ability to maintain confidentiality and handle sensitive information
- Ability to problem-solve and adapt in a fast-paced environment

PRREFERRED QUALIFICATIONS:

- Experience working with Area Agencies on Aging, aging services, or disability networks
- Familiarity with California aging and disability systems
- Experience supporting boards, committees, or membership organizations
- Experience with accessibility practices (e.g., captioning, accommodations for meetings)
- Commitment to C4A's mission of supporting older adults and people with disabilities

How to Apply:

Please send cover letter and resume to:

California Association of Area Agencies on Aging (C4A)

Email address: christina@c4a.info

Subject line: Operations Manager

Cover letters and resumes will be accepted April 20 – May 8, 2026