

Job Description – Office and Operations Assistant

Job title:	<i>Operations and Office Assistant</i>
Worksite Location:	Truckee, CA Office
Classification:	Full time, non-exempt
Compensation:	\$22.00 per hour
Effective Date:	

The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

Job Purpose

The Operations and Office Assistant provides essential operational, logistical, and administrative support to ensure the smooth day-to-day functioning of the organization. This role supports multiple departments, including the Business Office and Empowerment Team, by assisting with shipping and receiving, inventory management, program logistics, facility support, and event preparation. The position plays a key role in maintaining an organized and responsive workplace while helping ensure programs, events, and operational activities run efficiently.

Key Duties and Responsibilities

Shipping, Receiving, and Inventory

- Receive, inspect, and log incoming shipments, ensuring items are communicated and delivered to the appropriate staff or storage location.
- Prepare and process outgoing shipments for programs, events, donors, and organizational needs.
- Maintain organized inventory of program gear, office supplies, merchandise, and operational materials.
- Track inventory levels and communicate restocking needs to appropriate staff. Assist with packing and organizing shipments for off-site programs, events, and partner deliveries.
- Maintain clean and organized storage areas to ensure supplies and equipment are easy to locate and access.

Facilities and Maintenance

- Support general office and facility upkeep to ensure workspaces remain clean, organized, and functional.
- Maintain organization of shared work areas, supply rooms, and storage spaces.

- Assist with minor office setup needs including furniture arrangement, supply stocking, and workspace preparation.
- Monitor facility needs and communicate maintenance issues or repair needs to the appropriate staff member.
- Assist with maintaining equipment storage areas and ensuring operational supplies are accessible.

Empowerment and Events Support

- Assist the Empowerment Team with preparation and organization of program equipment, materials, and supplies.
- Pack and prepare gear, materials, and resources needed for Empowerment programs.
- Support event logistics including packing, loading, setup, and tear-down of equipment and materials.
- Provide hands-on operational support during events and programs as needed.
- Collaborate with the Business Office and Empowerment Team to complete logistical tasks that support program delivery and community engagement.

Work Environment

At High Fives, we foster a culture where every team member and athlete feels part of something bigger. In this role, you'll be part of a close-knit team that works together to deliver high quality programs, events, and services that support our athletes and community, while also contributing to the day-to-day operations that keep the organization running smoothly and moving forward. Our work is hands-on and fast-paced, built on collaboration across departments, volunteers, and partners. You may spend time on-site at events and programs, supporting logistics and teammates to help ensure each experience is meaningful and well-executed. While the work can be demanding at times, it's deeply rewarding work—helping athletes achieve goals, connect with community, and experience moments of growth and triumph. Every program you help run strengthens the impact of the High Fives Foundation Ohana.

Position Details

The Operations and Office Assistant receives tasking primarily from the Business Office and Empowerment Team, with direction coming from the Office Coordinator, Empowerment Program Coordinator, Special Projects Manager, and HR and Office Manager. This reflects the collaborative, cross-functional nature of the role to help support multiple areas of the organization. They will also collaborate closely with other department managers as needed to ensure successful event execution and alignment with organizational goals.

This is a full-time, in-office position working 40 hours per week, with hours and responsibilities adjusted as necessary to support travel, programs, and events.