

Job Title: Operations Coordinator
Location: Highland, NY (On-site)
Employment Type: Full-time
Compensation: \$20/hour + profit sharing

About Us

We're a worker-owned cooperative furniture workshop in Highland, NY. We specialize in upcycling, restoring, and refinishing furniture with a focus on sustainability, creativity, and craftsmanship. As a cooperative, every team member helps shape how the business runs—not just how the work gets done.

We're looking for an **Operations Coordinator** to help us stay organized, keep projects moving, and support communication across the team. This is a collaborative role focused on coordination—not command. The right person is organized, curious, comfortable with spreadsheets and systems, and excited to be part of a team that shares responsibility and decision-making.

What You'll Do

Project & Workflow Support

- Set up and track projects, tasks, and timelines
- Maintain shared documents and checklists (mostly in Google Sheets)
- Share updates with the team about weekly goals and priorities
- Track hours available and hours needed across the week to help with planning
- Coordinate with clients on scheduling pickups and drop-offs

Team Communication

- Keep our internal tracking tools (Slack, production docs, etc.) up to date
- Share daily or every-other-day messages to keep the team aligned
- Help plan and prep for Monday meetings by drafting a weekly production plan
- Flag issues or delays and support the team in making adjustments

Co-op Operations

- Participate in weekly team planning and decision-making

- Help track internal processes like timekeeping, hours spent on projects, and project progress
- Support smoother onboarding of new team members into our cooperative systems
- Help build and maintain systems that make our shared work easier and more transparent

Shop Work

- All F&F team members spend hands-on time working in our shop and learning the ins and outs of furniture repair and restoration. You do not need to be an expert on this and we welcome beginners, but it's helpful if you consider yourself a handy or creative person.
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What We're Looking For

- Organized and detail-oriented—you enjoy making things run smoothly
 - Collaborative—you like working with others and supporting shared goals
 - Comfortable with Google Sheets, Slack, and digital tools for organizing work
 - Proactive—you notice what's needed and step in to help
 - Open to learning and growing with a team
 - Interested in or excited about cooperative business models
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Requirements

- 2 - 5 years of experience in an operations, project coordination, or administrative support role
 - Proficiency with Google Workspace tools, especially Google Sheets and Google Docs
 - Strong organizational skills and attention to detail
 - Clear written and verbal communication skills
 - Comfort working in a collaborative, team-based environment
 - Ability to manage multiple moving parts and adjust plans as needed
 - Interest and willingness to learn about cooperative business and shared leadership models
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What We Offer

- \$20/hour pay

- Profit-sharing opportunities
 - Access to paid time off after completion of a probationary period
 - A collaborative, values-driven workplace
 - A clear path to worker-ownership
 - Flexibility in schedule and room for the role to grow
 - A say in how the business is run
 - A team that supports each other and takes pride in creative, hands-on work
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To Apply:

[Submit an application using this form](#) by Friday, June 27th at 12pm EST. Applications will be reviewed on a rolling basis, with applications submitted first getting first consideration.

Please note that due to the high volume of applications that we receive for our positions, we respectfully request that applicants do not call or follow up with us. All individuals that submit an application using the form above will eventually hear from us whether or not they are selected for the position.