

Role: Operations Manager

Reports to: Executive Director

The Operations Manager's role is an administrative role that supports TCS through office management, light bookkeeping and program support.

Office Management and Program Support

- Implement and maintain office operations and procedures
- Manage supply requisition process and keep an inventory and purchase office and cleaning supplies
- Update and maintain TCS website
- Maintain office equipment, including liaising with relevant contractors and service providers
 - Organize and maintain agency files; serve as a liaison with vendors, including maintenance, electricians, plumbers, etc.
- Assist staff with administrative, marketing and development functions as needed
- Offer logistical support for programming including food ordering, supply management and youth hiring
- Oversees reception duties, including answering phones and greeting youth and community members
- Manage agency mailing and correspondence; open and distribute mail

Finance & Fundraising

- Assist and support with tasks related to accounts payables and receivables
- Ensure that all payments and reimbursement requests are properly documented ● Assist DOF with Monthly Quickbooks Reconciliation
- Maintain Accounting Email
- Create invoices for grants and earned income as needed
- Receive payments and posting correctly to the general ledger
- Manage mobile and in-person bank deposits

Human Resources

- Weekly Timesheet maintenance
- Provide hiring and onboarding support for adult and youth staff
- Provide hiring and onboarding support for consultants, vendors including collecting Form W-9
- Monitor and maintain personnel records/files including electronic files, vacation and sick time, and employee benefits
- Monitor and maintain Insurance Policies, employee handbook & other organizational documents

Qualifications:

- Demonstrated commitment to youth leadership, youth development, and social justice, including a strong social justice analysis
- Excellent verbal/written communications skills
- Strong work ethic and attention to detail required
- Demonstrated skill working with financial information and maintaining records
- Proficiency in Quickbooks, Excel and Word required
- Highly proactive and action-oriented
- Demonstrated ability to follow through on tasks assigned
- Superior organizational skills and ability to multitask
- Desire for professional growth and to accept increasing responsibilities

Position Details:

Compensation: This is a non-benefited part time (20-25 hours per week) role at \$25.00/hr.

Schedule: The role will be housed at TCS 4 days per week; with some flexibility around the following schedule: M-F 10 a.m.-6 p.m. (4 hours per day).

How to Apply:

Please submit a resume, cover letter and one reference to the attention of Amatullah Mervin, Executive Director, [hiring@thecityschool.org](mailto: hiring@thecityschool.org). Please use the subject line [*Operations Manager: Insert your name*]. **The application deadline for this position is November 15th, 2022.**

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