



# AARW

Asian American Resource Workshop

42 Charles Street | Suite A  
Dorchester, MA 02122

## Operations Manager

AARW seeks a detail-oriented, flexible, and community-oriented person to join our team in an administrative role that supports AARW to build our programming and organizing work. The Operations Manager's role is an administrative role that supports AARW through office management, light bookkeeping, coordination with consultants, and some program support.

### **About the Asian American Resource Workshop:**

The Asian American Resource Workshop (AARW) is a political home for pan-Asian communities in Greater Boston. We are a member-led organization committed to building grassroots power through political education, creative expression, and issue-based and neighborhood organizing. AARW has a small, dynamic team that works together with our membership to organize around issues that impact our communities' everyday lives through an anti-displacement organizing framework.

Our long-term vision includes fighting multiple forms of displacement by building towards the reality of healthy, thriving, and interdependent communities. We aim to organize Asian American communities, particularly those who have been left behind in the Asian American conversation, like Southeast Asian folks, South Asian folks, women and femmes, queer/trans folks, and folks with criminal records, as well as committing to solidarity with other oppressed peoples.

### **Job Description:**

This position will build AARW's systems to continue to grow our organization. The Operations Manager will support the organization by implementing and maintaining systems for administrative functions and serve as a liaison between programmatic staff and our administrative systems. The Manager will work with the Co-Executive Directors and AARW's consultants to maintain our fiscal health and support with some fundraising tasks. The Manager will also support some programming efforts and is expected to attend some membership meetings.

### **Finance & Fundraising (50%)**

- Assist and support with tasks related to accounts payables and receivables
- Ensure that all payments and reimbursement requests are properly documented
- Assist accounting team with monthly Quickbooks reconciliation
- Track payments for grants and invoices for earned income as needed
- Receive payments and posting correctly to the general ledger
- Manage mobile and in-person bank deposits



- Work with fundraising team on fundraising events & individual donor appeals
- Support co-executive directors with budget and fiscal management

### **Human Resources (30%)**

- Bi-weekly payroll & retirement benefit management
- Provide hiring and onboarding support for staff, including payroll, retirement, email, and other AARW systems
- Provide hiring and onboarding support for consultants and vendors, including collecting W-9 information and managing contracts
- 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
- Monitor compliance with city, state, and federal reporting requirements

### **Office Management and Program Support (20%)**

- Implement and maintain office operations and procedures
- Support office manager and part-time staff working on office projects
- Manage supply requisition process and keep an inventory and purchase office and programming supplies
- Update and maintain AARW website & work with communications team
- Organize and maintain agency files; serve as a liaison with vendors, including copier, phone service, etc.
- Organize and manage online file systems – specifically Google Drive
- Offer logistical support for programming including food ordering and supply management
- Maintain and distribute [info@aarw.org](mailto:info@aarw.org) emails
- Manage agency mailing and correspondence; open and distribute mail

### **Qualifications:**

- Demonstrated commitment to communities of color, community organizing, and social justice, including a strong social justice analysis
- Excellent verbal/written communications skills
- Commitment to working in a team setting and to multi-directional feedback
- Proactive, action-oriented, and flexible
- Ability to work independently and attention to detail
- Demonstrated ability to follow through on tasks assigned
- Superior organizational skills and ability to prioritize, hold multiple projects at once, and manage time and schedule
- Demonstrated skill working with financial information and maintaining records
- Proficiency in Excel and Word required, proficiency in Quickbooks or willingness to learn
- Experience leading, training, and working with volunteers

**Position Details:**

This position is a full-time exempt position, with the need for occasional evening and weekend flexibility needed to best work with our volunteers and membership. The salary range is \$47,000 - \$57,000. Benefits include health insurance reimbursement, retirement plan with employer match, generous vacation, and a commitment to training and professional development opportunities. Currently our staff is operating in a hybrid model, coming to our Fields Corner based office approximately twice per week. This role would be expected to come to the office 2-3 days per week for office management tasks.

**How to Apply:**

Please submit a resume and cover letter detailing your qualifications to [info@aarw.org](mailto:info@aarw.org) with the subject line "Operations Manager" We strongly encourage people of color, women and gender non-conforming people, queer people, working-class people, people with disabilities, undocumented people, and people who have intersecting identities to apply.

We will be accepting applications until the positions are filled. Priority deadline is June 30, 2023.