

Job Posting

September 16th, 2019

POSITION

Operations Associate, Empowerment

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

36k–41K Yearly

REPORTS TO

Director of Operations, Empowerment

ESSENTIAL DUTIES AND RESPONSIBILITIES

The RiseBoro Empowerment Operations Associate will report to the Director of Operations. He/she is responsible for providing administrative and support for all Empowerment administered programming. He or she will:

- Provide assistance and administrative support to the programs and staff at the Empowerment division;
- Oversee the general office management at the Empowerment Center office;
- Troubleshoot and implement innovative solutions to administrative issues as they arise;
- Responsible for ordering and tracking supplies, equipment and technology for the Empowerment programs;
- Manage and coordinate the payments for Empowerment vendor accounts including wireless, office supplies, maintenance, car service, etc.;
- Assist with the onboarding of all Empowerment Division new hires;
- Develop, implement and maintain reporting tools such as spreadsheets, graphs and dashboards
- Collaborate with bookkeepers to track program expenses including financial assistance for clients;
- Assist with the coordination of staff trainings, development/programming activities, fundraising activities, events and other internal/external meetings as requested;
- Assists with preparation of files for audits;
- Assist Business Manager with finance/HR related duties, as assigned;
- Provide suggestions and insight on how to improve on, or develop new initiatives and campaigns to foster growth within the Empowerment Division;
- Complete additional administrative tasks as assigned by Vice President and Director of Operations;
- Attend program management meetings, when required;
- Supervise SYEP interns and coordinate volunteers if needed.

COMPETENCIES

- Experience in a fast-paced environment
- Excellent verbal and written communication skills
- Proficiency with various computer programs including Microsoft Office programs and Google Docs
- Detail oriented, disciplined and organized
- Entrepreneurial spirit, ability to problem solve and build relationships
- Ability to manage time and multiple tasks simultaneously to execute goals



- Experience working in nonprofit organizations a plus
- Experience in office administration a plus

EDUCATION EXPERIENCE

High School diploma required, Bachelor's Degree preferred

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME and COVER LETTER TO

Kesha Jagdeo, Director of Empowerment Programs, @ kjagdeo@riseboro.org