



Position: Operations Coordinator
Organization: After School All-Stars
Location: Kent, WA (Puget Sound)
Reports To: Executive Director

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to over 90,000 youth in over 450 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

A UNIQUE OPPORTUNITY:

ASAS Puget Sound is currently seeking a full-time Operations Coordinator to play a critical role in supporting our programs and chapter's administrative operations. The ideal candidate will have experience in operations, communications, finance, and research skills to assist with special projects. The Operations Coordinator position offers a wealth of experience and involvement in non-profit management. This position offers training in multiple areas, such as business and operations management, non-profit fundraising, and HR compliance. This role also offers mentoring opportunities from a highly effective team in a professional environment.

SPECIFIC RESPONSIBILITIES:

GENERAL OFFICE MANAGEMENT

- Coordinate supply orders and purchases for administrative office
- Support office technology, telecommunications and office/common space management
- Coordinate mail and shipping
- Assist with preparations for Advisory Board meetings
- Assist in the compilation of media kits
- Support Executive Director on various planning, processes, and projects as needed

GENERAL PROGRAM SUPPORT

- Assist with interviewing frontline program staff, in coordination with the Program Manager
- Manage hiring paperwork, background checks and HR onboarding for new program staff
- Assist with tracking and communicating after-school program supply needs

FINANCE AND HUMAN RESOURCES SUPPORT

- Communicate with the National Operations Team to collect and distribute the relevant financial and HR information
- Organize fiscal documents and code expenses
- Assist with managing special grant budgets, program spending and invoice reports for program partners and school sites
- General payroll support

DEVELOPMENT AND MARKETING SUPPORT

- Assist Development & Marketing Manager with researching and recording funding opportunities and deadlines into CRM database
- Support the ASAS Puget Sound team with fundraiser event planning and execution
- Assist in preparing content and pictures for monthly ASAS e-blasts and social media posts

VOLUNTEER MANAGEMENT

- Assist with volunteer outreach (including employee corporate volunteers)
- Oversee the logistics and orientation of volunteers
- Organize school-based programming volunteer events for corporate partners
- Perform other duties as assigned



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WHO SHOULD APPLY?

The Operations Coordinator should embody ASAS's core values: *accountable, collaborative, transparent, proactive, and entrepreneurial*. The successful candidate should have one to two years of experience through work or school, preferably in a non-profit office setting. Undergraduate degree preferred.

- Highly organized with excellent written communication skills
- Dependable, conscientious, detail-oriented, and capable of managing deadlines
- Capable of working independently as well as with a team
- Flexible and able to adapt to changing position demands
- Self-starter
- Knowledge of Microsoft Office (required)
- Ability to work under time constraints and meet deadlines
- Pride in self, work, and organization with tasks performed at a high level of accuracy
- Ability to tackle work assignments head-on in a positive and efficient manner
- Tech-savvy and a fast learner

SALARY AND BENEFITS:

This is a full-time (40 hours/week), non-exempt hourly position, with a salary range of \$19-22/hour, commensurate with the qualifications and experience of the individual candidate. ASAS offers competitive benefits including (but not limited to) health, dental, and vision, 18 days of paid time off, 15 paid holidays, and flex time.

HOW TO APPLY FOR THE OPERATIONS COORDINATOR ROLE:

Please submit a resume and cover letter in PDF format via e-mail to: asasjobs@afterschoolallstars.org. Please put "Operations Coordinator, ASAS Puget Sound" and your last name in the subject heading. Your cover letter should be no more than one page and addressed to the Executive Director.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org | www.ASAPugetSound.org