



Position: Operations and 21st CCLC Grant Manager

Organization: After School All-Stars

Location: Washington DC

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 90,000 children in need on nearly 450 school sites in 19 chapters across the U.S. Our goals for our All-Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming.

ASAS launched programs in Washington DC in SY13-14 and will be operating in seven schools throughout DC during SY18-19.

A UNIQUE OPPORTUNITY:

After-School All-Stars is currently seeking an Operations and 21st CCLC Manager to play a critical role of ensuring grant compliance and supporting our schools and main office. The ideal candidate will have experience managing a federal grant and multiple projects.

This position reports to the Program Director. The Executive Director is a resource supervisor on budget and grant requirement implementation issues. This position also collaborates closely with the Program Manager, the Development and Marketing Manager, and the Site Coordinators.

SPECIFIC RESPONSIBILITIES:

HUMAN RESOURCES

- Manage hiring and onboarding paperwork for new staff
- Liaise with the National Operations Team to ensure compliance
- Manage My Universe processes for all PT staff (onboarding and exiting protocols, PIP uploading, and uploading of any HR required documentation)
- Distribute relevant HR information to chapter both FT and PT staff
- Ensure compliance of site staff background checks and Safe Schools Training
- Manage and supervise payroll including timesheets approval and related communication to staff on time and attendance policies and procedures

OFFICE MANAGEMENT

- Coordinate mail and shipping: posting, processing and dropping off mail and/or UPS and FedEx; maintain mail and shipping supplies, as shared responsibility with DMM
- Organize and maintain files, records, and databases, in relation to HR paperwork, invoices, and background checks.

FINANCE, PROCUREMENT AND ACCOUNTING

- Supervise procurement protocols
- Coordinate and approve procurement requests
- Manage purchasing for school sites and main office
- Organize and manage fiscal documents such as invoices, credit card statements and bills
- Supervise invoicing protocols and submit invoices and reimbursements
- Manage Amex reconciliation and maintain spending supporting documentation
- Manage real time grant spend down and work closely with ED on local sites budgets



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OPERATIONAL SUPPORT OF PROGRAMS

- Assist Program Director in ensuring compliance with protocols regarding collection of student enrollment and permission forms
- Assist the Program Director with the Safe and Healthy Operation Walkthrough, creating and maintaining specific site binders
- Supervise site inventory protocols and maintain inventory of site program supplies and equipment, as well as office supplies and equipment
- Assist with professional development sessions for site staff, training staff on operation protocols and their implementation

SPECIAL PROJECTS

- Support the strategic planning of program events and chapter events
- Help ED, DMM, and Program Director cultivate and maintain relationships between the ASAS national office, the broader ASAS network and the DC chapter
- Work with ED, Program Director, Program Manager, and DMM as assigned on special projects

21ST CCLC GRANT MANAGEMENT AND DATA MANAGEMENT

- Create and submit quarterly grant reports for 4 schools (Leckie EC, Stuart Hobson MS, Somerset Prep, and Johnson MS) as per the 21st CCLC grant reporting calendar
- Attend required webinars and technical assistance meetings for the 21st CCLC grant
- Support data collections as required by 21st CCLC grant at the 4 schools (e.g. teacher surveys, attendance)
- Manage partners' schedules and ensure adequate space and resources for 21st CCLC partners' activities
- Assist with partners' arising issues
- Ensure 21st CCLC requirements are met with school's administrators and ASAS site staff
- Support management of program data and student enrollment in CitySpan

WHO SHOULD APPLY?

The Operations Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. In addition to the following:

- An Undergraduate Degree and at least a year of work experience, preferably in a non-profit office setting
- Organized with excellent attention to detail
- Dependable, conscientious, and capable of managing multiple deadlines
- A consummate team player with a flexible and creative approach
- Knowledge of Microsoft Office is required
- Ability to work under time constraints and meet deadlines
- Tech savvy and a fast learner

SALARY AND BENEFITS:

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.



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ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY FOR THE OPERATIONS AND GRANT MANAGER ROLE:

Please submit a **resume and cover letter** in PDF format via e-mail to: asasjobs@afterschoolallstars.org.

Please put "Washington DC Operations and 21st CCLC Grant Manager" and your last name in the subject of your email.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

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