



Position: Operations Coordinator
Organization: After School All-Stars
Reports to: Executive Director
Location: New Jersey

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:

After-School All-Stars is currently seeking an Operations Coordinator to manage program operations at ASAS New Jersey. The Operations Coordinator will embody ASAS NJ's core competencies: Structure, Accountability, Responsibility, and Pride and demonstrate the ability to ensure our chapter is operating efficiently and in compliance with National regulations and funder expectations. The Operations Coordinator demonstrates excellent organizational skills, leadership, community-building and collaboration skills, consistent attention to detail, the ability to juggle multiple projects and tasks simultaneously, and a commitment to the mission of ASAS.

SPECIFIC RESPONSIBILITIES:

HUMAN RESOURCES & FINANCE

- Manage hiring and onboarding paperwork for new staff
- Liaise with the National Operations Team to ensure compliance
- Organize fiscal documents including invoices, credit card statements, and bills
- Update chapter income & expense tracker on a monthly basis
- Coordinate purchasing for school sites and main office
- 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 School Training
- Manage and supervise payroll including timesheets approval and related communication to staff on time entry 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
- Organize and maintain files, records, and databases, in relation to HR paperwork, invoices, and background checks

FINANCE, PROCUREMENT & 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

OPERATIONAL SUPPORT OF PROGRAMS

- Assist Director of Program & Impact (DPI) in ensuring compliance with protocols regarding collection of student enrollment and permission forms



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- Assist the DPI 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
- Cultivate and maintain relationships between the ASAS national office and the broader ASAS network
- Support NJ team on various planning, processes, and projects as needed

WHO SHOULD APPLY?

The Executive Assistant will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. An undergraduate degree is required with at least one year or two of non-profit work experience. The successful candidate will be extremely organized and detail oriented, have strong communication skills, excellent writing skills, and be capable of multi-tasking and juggling multiple priorities and deadlines. A consummate team player with a flexible and creative approach and with the ability to work under time constraints. Candidates should have knowledge of Microsoft Office. Candidates should have a desire to demonstrate exceptional skills in a high level, high profile position.

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.

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

HOW TO APPLY FOR THE OPERATIONS COORDINATOR ROLE:

Please submit a **resume and cover** letter via e-mail to: asajobs@afterschoolallstars.org. Your cover letter should be in PDF format, addressed to the Senior Director of Talent Development, and indicate how your experience is relevant to this role with [After-School All-Stars](#). Please put "NJ Operations Coordinator" and your last name in the subject heading.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

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