



Position: Operations Associate
Organization: After School All-Stars
Reports to: Executive Director
Location: Philadelphia and Camden

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to middle school aged youth in school sites 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 Associate to manage chapter operations at ASAS Philadelphia and Camden. The Operations associate will ensure the chapter is operating efficiently and in compliance with National regulations and funder expectations. The Operations associate 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.

SALARY AND BENEFITS:

- Healthy work/life blend
- Benefits package, including medical, dental, vision, a 403b match
- 18 days of paid time off
- 40 hours of paid Flex time
- 17 paid holidays

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

SPECIFIC RESPONSIBILITIES:

HUMAN RESOURCES & FINANCE

- Manage hiring paperwork and onboarding for new staff.
- Liaise with the National Operations Team to collect and distribute the relevant financial and HR information.
- Organize fiscal documents including invoices, credit card statements, and bills.
- Manage payroll including timesheets approval and communication to staff.
- Manage 21CCLC federal budget and program spending.
- Create monthly spending reports.
- Coordinate purchasing for school sites and main office and explore cost saving measures when considering chapter purchases.

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
- When necessary, provide scheduling for multi-party meetings and make travel arrangements.

DATA MANAGEMENT

- Create and submit quarterly attendance reports to the Pennsylvania Department of Education.
- Create quarterly Early Warning Indicators (EWI) reports for school sites.
- Support management of program data and student enrollment in CitySpan.



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- Support in annual federal cumulative data report.
- Support Director of Development in entering and maintaining Salesforce data.
- Proficiency with excel.

OPERATIONAL SUPPORT OF PROGRAMS

- Assist Program Director with collection of student enrollment and permission forms.
- Generate attendance reports for Program Director and Site Associates.
- Manage the distribution and collection of all student evaluation forms for National Evaluation Team and other evaluation initiatives.
- When asked, accompany program staff or Executive Director at meetings with school administrators and external partners.
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SPECIAL PROJECTS

- Cultivate and maintain relationships between the ASAS national office and the broader ASAS network.
- Support Philly/Camden team on various planning, processes, and projects as needed.

WHO SHOULD APPLY?

The Operations Associate 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, proactive, have strong communication skills, solid 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 and consistently meet deadlines. Candidates should have knowledge of Microsoft Office and have comfort working in a collegial, professional environment. Candidates should have a can-do attitude and anticipate the next steps in a task without being told.

HOW TO APPLY FOR THE OPERATIONS ASSOCIATE 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](http://www.afterschoolallstars.org). Please put "Philly Operations Associate" and your last name in the subject heading.

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LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

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