



**Position: Operations Manager**

**Organization: After-School All-Stars**

**Location: New York, New York**

**Reports to the Executive Director**

### **Organization Background:**

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to nearly 75,000 youth at over 350 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.

### **A Unique Opportunity**

After-School All-Stars is currently seeking an Operations Manager to manage program operations at ASAS New York. The Operations Manager will embody ASAS NY'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 Manager 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.

### **Responsibilities include:**

#### **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 monthly
- Coordinate purchasing for school sites and main office
- Manage My Universe (HR database) 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 GENERAL CLERICAL
- 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 site budgets

## **OPERATIONAL SUPPORT OF PROGRAMS**

- Assist Senior Director of Programs (SPD) in ensuring compliance with protocols regarding collection of student enrollment and permission forms
- Assist the SPD with the Safe and Healthy Initiative, creating and maintaining necessary tracking tools for site pulse checks and their implementation
- Support compliance with Department of Health requirements for staff and site SACC licenses
- Supervise site inventory protocols and maintain inventory of site program supplies and equipment, as well as office supplies and equipment
- Assist with administrative parts of 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 NY team on various planning, processes, and projects as needed

## **Who should apply?**

The Operations Manager 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.

## **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 17 paid holidays. ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

## **How to apply:**

Please submit a resume and cover letter via e-mail [to: asasjobs@afterschoolallstars.org](mailto:asasjobs@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 "NY Operations Manager" and your last name in the subject heading.

Job Type: Full-time

To learn more about ASAS, please visit our website:  
[www.afterschoolallstars.org](http://www.afterschoolallstars.org)